



# **Research Assistant (quantitative)**

## **Candidate Brief**

June 2022 | Reference RA07/22

# About us

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care and health policy in the UK by providing evidence-based research and policy analysis and informing and generating debate.

## Vision

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

- Improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
- Using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
- Bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
- We will be grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

## Values

In everything we do, we strive to be:

- Independent and free from vested interests.
- Rigorous, robust and evidence-based in the work we undertake.
- Relevant, supportive but also challenging when we need to be.
- Open and engaging with all those we come into contact with.
- An organisation that makes a difference to the quality of policy-making and practice in the UK.

## Current priorities

The current priorities are identified on [The Nuffield Trust Website](https://www.nuffieldtrust.org.uk).

# Job Description

## Purpose

This is an analytical and research role supporting projects across the Trust. The focus will be on quantitative analysis with the aim of understanding how health and care is changing in the UK and ultimately to drive improvement.

You will work on projects with a significant quantitative element applying innovative research methods which require the manipulation and analysis of many different, and often very large data sets, as well as analysis of published health and care data. You will have the opportunity to learn new skills and apply statistical and data visualisation techniques, as well as skills in interpreting your findings in a health policy context, leading to published outputs. You will have the chance to develop your own analytical and research abilities within a dynamic, supportive and highly-skilled team. An independent and creative approach to your work is encouraged.

Our current projects are varied in nature but include important work on the evaluation of new models of care, the impact of Covid-19 on health and social care services, end of life care, and tracking how the quality of health and social care and the workforce are changing over time. However, our work programme is constantly evolving to keep pace with the changing policy environment and you will have a chance to shape this work and be part of new topics such as our developing work on ethnic differences in health care and carers.

Through our reports, briefings, blogs and seminars we offer the chance to reach a wide range of audiences: from the academic community through journal publications; to policy leaders and decision makers; front-line clinicians; and the general public. In your role you will be expected to contribute to our reports and other outputs, and to write your own policy focused blogs and briefings.

This is an exciting role to develop research expertise, for someone who is keen to contribute to important work which will ultimately improve the health and care of people in the UK.

## Main responsibilities

Accountable to a Fellow or Senior Fellow, the principal responsibilities will be:-

## **Undertake research**

- Undertake analysis on agreed research projects relating to health and social care and ensure timely and high-quality delivery under the supervision of project leads.
- Undertake specific analyses involving data manipulation, statistical testing, data visualisation and reporting and to contribute to the interpretation of results and design of studies.
- Ensure that the Nuffield Trust's research processes (e.g. research ethics, data governance, and writing conventions) are adhered to in all our work.
- Liaise with researchers and others across the Trust and with external collaborators to ensure that we are exchanging information and ideas about shared work themes.

## **Project management**

- Contribute to the effective management of projects by supporting the project manager to set, and meet, goals and milestones.
- Prioritise activities within scope of decisions agreed with project/line manager; clarify and escalate as needed where priorities compete.
- Contribute to the development of project proposals and funding bids.

## **Communication & outputs**

- Write and present analysis in a range of formats to disseminate the results of our research and analysis. Examples include writing academic-style reports, concise parliamentary briefings, peer-reviewed journal papers, data visualisations, short blogs and Twitter threads.
- Contribute to written and oral presentations to internal and external audiences.
- Assist with the planning, organisation and running of policy seminars and workshops held by the Trust, and to write reports of such events.

- Work with colleagues in the communications department throughout the life cycle of projects to identify potential impacts from your work and disseminate them effectively.

### **Build knowledge and work with stakeholders**

- Keep abreast of developments in relevant areas of health and social care policy and actively participate in meetings and discussions about current policy.
- Build and manage working relationships with internal and external stakeholders, ensuring that there is an effective exchange of information about shared work themes and projects.

### **Contribute to the Trust's values**

- Uphold the ethos of the Nuffield Trust, demonstrating a commitment to our principles of objectivity and equal opportunities.
- Undertake any other duties which may reasonably be required in furtherance of the objectives of the Trust.
- Understand and apply the principles of good research and information governance and abide by the Nuffield Trust research policies.

# Person Specification

## Essential experience, skills and abilities

- A bachelor's degree in a subject requiring a high level of quantitative analytical skill
- Evidence of capability in quantitative analysis, with ability to manipulate complex datasets
- Experience of synthesizing findings from research studies and policy documents with an ability to identify and apply appropriate evidence to support an argument
- Advanced in the use of Excel including producing charts, using functions and PivotTables
- Knowledge of a range of statistical methods and ability to apply these in practice using statistics packages (e.g. R, SAS, STATA)
- Willingness to learn new methods and skills in research analysis and commitment to development
- Ability to communicate complex issues for a variety of audiences
- Ability to work collaboratively and manage relationships with a range of stakeholders and partners from a variety of disciplines
- A broad knowledge of health and social care policy and a demonstrable interest in one or more of its components
- Ability to work under own initiative with periodic guidance and support, and work as part of a team
- Proven ability to work to strict deadlines, delivering high quality output, managing own time to suit changing priorities and deadlines
- An understanding of, and commitment to, equal opportunities and cultural diversity

## Desirable skills/experience

- A postgraduate qualification (master's degree or doctorate) in a subject relevant to health services/policy research or equivalent experience
- Knowledge of health services information sources, particularly routine datasets

All staff are required to work within Nuffield Trust's policies, ensuring these are carried out in relation to the job, e.g., Confidentiality; Data Protection; Diversity, Equity & Inclusion.

All staff may be asked to undertake other duties and responsibilities appropriate to their level as determined by their Line Manager on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

## **Health and Safety**

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Nuffield Trust policies related to health and safety and risk management.

## **Data Protection**

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Legislation or an action for civil damages under the same Legislation in addition to any disciplinary action taken by the Trust which might include dismissal.

## **Diversity, Equity and Inclusion**

The Nuffield Trust is committed to ensuring equity for its employees and job applicants and will value and respect their diversity. We recognise that everyone has a contribution to make and we will aim to ensure that all staff, Trustees, volunteers, organisations and individuals with whom we have contact will be treated fairly and in an unbiased way. The Nuffield Trust is committed to actively promoting diversity, equity and inclusion and will work to address unfair treatment, discrimination and prejudice where found within the workplace and in its work. We will work within the current legislative framework to promote best practice.

To ensure the continued development of diversity, equity and inclusion, all applicants are asked to provide information about how they identify themselves as part of the application process. You are not obliged to answer the questions, however, the more information you supply, the more effective our monitoring will be. If you choose not to answer any or all of the questions, it will not affect your application. Any information you do supply is kept strictly confidential and will be used solely for monitoring purposes. The selection panel will not see this information.

## Benefits

The Trust offers a competitive benefits package including a defined contribution pension scheme (with 14% employer contribution), death in service insurance and an Employee Assistance Programme. Eligible employees can also access a number of other benefits including interest-free travel loans and enhanced maternity, paternity and adoption pay.

Annual leave is 28 days per year (pro rata for part-time positions). This rises to 30 days per year (pro rata for part-time positions) on completion of 5 years' service with the Trust.

## Terms of Appointment

This is a full time (35 hours per week) permanent appointment based in London. Flexi-time is available to all staff and further flexible working requests will be considered.

Our central London office offers a safe and welcoming working environment for those staff who choose to use it. We also continue to support staff to work from home. The Trust has adopted a hybrid working model where staff can continue to work from home should they choose to do so, although staff are expected to attend the office for some specified activities (e.g. team and/or project meetings).

The remuneration for this position is c.£27,820.

The appointment will be subject to receipt of two satisfactory references and evidence of the right to work in the UK.

## Application and Selection Process

Candidates wishing to apply should submit a CV and complete the Trust's Application Form via the [online web portal](#).

Any queries should be directed to:

Email: [recruitment@nuffieldtrust.org.uk](mailto:recruitment@nuffieldtrust.org.uk)


The closing date for applications is 11:59 on Sunday 10 July.

Shortlisted candidates will be invited for interview on Thursday 21 July 2022. Interviews will be conducted online.




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