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**Faculty of Technology**

**School of Computing**

**Research Fellow or Senior Research Associate**

**ZZ005186**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £35,211 - £38,460 per annum for the post of Research Fellow and £30,395 - £34,189 per annum for the post of Senior Research Associate and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Research Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:**  **Location:** | Centre for Healthcare Modelling and Informatics, School of Computing  Buckingham Building |
| **Position Reference No:** | ZZ005186 |
| **Responsible to:** | Director, Centre for Healthcare Modelling and Informatics |
| **Responsible for:** | N/a |
| **Effective date of job description:** | March 2019 |

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| **Purpose of Job**: |
| To manage and be responsible for the completion of the research project or part of larger research projects(either own or on behalf of the Principal Investigator), ensuring that the aims and objectives are met.  Contributing to research projects undertaken in the field of health informatics, particularly clinical outcome modelling.  Working autonomously (with instruction from the research leader ultimately responsible for the group of studies) to carry out research analysing healthcare data, developing new evaluation methods and determining how best to apply them.  Responsible for regularly managing elements of projects in line with their terms of reference.  The research involves: the analysis of clinical data, via the development of models using statistical, data mining or other techniques. The work involves the development of computer implementations of models and their evaluation. The work also includes curating our data repository.  Our previous related work is described at <http://www.chmi.port.ac.uk/outcomes/> |
| **Key Responsibilities:** |
| 1. Develop clinical outcome models. 2. Develop software systems incorporating those models. 3. Safeguard our data and computer software. 4. Present research project findings to a variety of stakeholders and to write reports and research papers. 5. Develop new funding applications 6. Liaise with current and potential research collaborators. 7. Liaise with other "big data" groups within the University.   **Additional expectations of the role holder**   1. In line with overall aims and objectives, the role holder is required to plan, prioritise and organise their own workload, regularly managing the progress of elements of the research project 2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations 3. To attend team meetings when required providing relevant and timely information, in order to aid decision making 4. To solve problems that may occur during the research 5. To analyse research data and develop new evaluation methods. Select methodologies as appropriate. 6. Assist with supervising a research student/assistant/associate 7. Deliver appropriate workshops on topics such as research methods, tools and processes 8. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims 9. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 10. Any other duties as required by the Principal Investigator/Head of Department |

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| **Working Relationships:** |
| 1. Managed by a senior academic or Principal Investigator 2. Networking with other researchers in the team and with research collaborators internal and external to the University 3. Liaising with research colleagues and support/technical staff on day-to-day issues 4. Working with and sometimes supervising research students/assistants/associates operating in the same laboratory/department 5. Liaising with colleagues in the University and funding bodies with regard to future funding bids |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | High degree of numeracy | E | AF, S |
| 1.2 | Programming experience to an advanced level in Java/C# or a similar language | E | AF, S |
| 1.3 | Experience of statistical software (e.g. R) | E | AF, S |
| 1.4 | Good record of publication in a related research area | E | AF, S |
| 1.5 | Experience of handling "big data" | D | AF, S |
| 1.6 | Experience of handling health-related data | D | AF, S |
| 1.7 | Experience of research in clinical outcome modelling or a related field | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to solve problems when they occur | E | AF, S |
| 2.2 | Ability to plan, organise and prioritise workloads | E | AF, S |
| 2.3 | Very good communication and interpersonal skills | E | AF, S |
| 2.4 | Good report writing skills | E | AF, S |
| 2.5 | Statistical data analysis skills | E | AF, S |
| 2.6 | Presentation skills | E | AF, S |
| 2.7 | Project management skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | Postgraduate qualification in a numerate discipline and/or relevant experience. | E | AF |
| 3.2 | Completed PhD in relevant subject or relevant professional experience | E | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to manage and be responsible for the completion of the research project or part of larger research projects (either own or on behalf of the Principal Investigator), ensuring that the aims and objectives are met. | E | AF, S |
| 4.2 | Ability to work with minimum supervision | E | AF, S |
| 4.3 | Ability to work on own initiative and as part of a team | E | AF, S |
| 4.4 | Creative, highly motivated and committed to undertaking research | E | AF, S |
| 4.5 | Ability to work to tight deadlines | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | √ | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Prof Jim Briggs |
| **Date** | January 2018 |
| **Extension number** | 6438 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Research Associate |
| **Grade:** | 6 |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:**  **Location:** | Centre for Healthcare Modelling and Informatics, School of Computing  Buckingham Building |
| **Position Reference No:** | ZZ005186 |
| **Responsible to:** | Director, Centre for Healthcare Modelling and Informatics |
| **Responsible for:** | N/a |
| **Effective date of job description:** | March 2019 |

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| **Purpose of Job**: |
| Contributing to research projects undertaken in the field of health informatics, particularly clinical outcome modelling.  Working autonomously (with instruction from the research leader ultimately responsible for the group of studies) to carry out research analysing healthcare data, developing new evaluation methods and determining how best to apply them.  The research involves: the analysis of clinical data, via the development of models using statistical, data mining or other techniques. The work involves the development of computer implementations of models and their evaluation. The work also includes curating our data repository.  Our previous related work is described at <http://www.chmi.port.ac.uk/outcomes/> |
| **Key Responsibilities:** |
| 1. Develop clinical outcome models. 2. Develop software systems incorporating those models. 3. Safeguard our data and computer software. 4. Present research project findings to a variety of stakeholders and to write reports and research papers. 5. Assist with the development of new funding applications. 6. Liaise with current and potential research collaborators. 7. Liaise with other "big data" groups within the University.   **Additional expectations of the role holder**   1. In line with overall aims and objectives, the role holder is required to plan, prioritise and organise their own workload, regularly managing the progress of elements of the research project. 2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations. 3. To attend team meetings when required providing relevant and timely information, in order to aid decision making. 4. To solve problems that may occur during the research. 5. To analyse research data and develop new evaluation methods. Select methodologies as appropriate. 6. Deliver appropriate workshops on topics such as research methods, tools and processes. 7. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 8. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 9. Any other duties as required by the Principal Investigator/Head of Department. |

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1. **PERSON SPECIFICATION**

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| 1.4 | Good record of publication in a related research area | D | AF, S |
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