

## Job Description: Research Officer

<b>Faculty:</b>	<b>FMHLS</b>
<b>Department/Subject:</b>	<b>Swansea University Medical School</b>
<b>Salary:</b>	<b>Grade 8: £38,205 to £44,263 per annum together with USS pension benefits</b>
<b>Hours of work:</b>	<b>Full time (35 hours of work)</b>
<b>Number of positions:</b>	<b>1</b>
<b>Contract:</b>	<b>This is a fixed term position until 31<sup>st</sup> March 2028</b>
<b>Location:</b>	<b>This position will be based at the Singleton Campus</b>

<b>Main Purpose of Post:</b>	1. To undertake statistical analysis of large-scale linked data (particularly within a trusted research environment such as the SAIL Databank) that answer important research questions.
	2. To provide statistical expertise to the design, planning, analysis and reporting of methods and interpretation of results.
	3. To support the translation of research questions into appropriate solutions and developments working collaboratively with a multidisciplinary team.
	4. Support and/or train collaborators to enable them to carry out research in other trusted research environments, who may have a range of previous experience or skill levels. Take responsibility for knowledge transfer between stakeholders from different organisations and disciplines.
	5. Utilise appropriate version control and document processes, share developed code scripts and associated documentation.
	6. To prepare project publications, including project reports, technical documentation, and both methodological and applied papers.
	7. Lead the writing and publishing of research papers, particularly those intended for publication in international peer reviewed journals.
	8. To present research findings at national and international conferences.
	9. To ensure effective knowledge transfer between stakeholders from different organisations and disciplines, including the use of novel data visualisations.
	10. Effectively collaborate with multi-organisational and multidisciplinary teams.
	11. Pro-actively contribute to and conduct research, including gather, prepare and analyse data and present results, exhibiting a degree of independence in terms of specifying the focus and direction of that research.
	12. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. The appointee is expected to be actively engaged in the writing and publishing of research papers, particularly those intended for publication in refereed (eg international) journals or comparable as a normal part of their role.
	13. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed.
	14. Use creativity to analyse and interpret research data and draw conclusions on the outcomes.
	15. Interact positively and professionally with other collaborators and partners within the Faculty, elsewhere in the University and beyond both in industry/commerce and academia.
	16. Contribute pro-actively to the development of external funding applications to support their own work, that of others and the Faculty and the Institution in general. The

	<p>appointee will be expected as a normal part of their work to be actively engaged in writing, or contributing to writing such applications.</p> <p>17. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile.</p> <p>18. Keep informed of developments in the field in both technical and specific terms and the wider subject area and the implication for commercial applications and the knowledge economy or academia.</p> <p>19. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience.</p> <p>20. Demonstrate and evidence own professional development, identifying development needs with reference to Vitae Researcher Development Framework particularly with regard to probation, performance reviews, and participation in training events.</p> <p>21. Maintain and enhance links with the professional institutions and other related bodies.</p> <p>22. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work</p>
General Duties	<p>23. To promote equality and diversity in working practices and maintain positive working relationships.</p> <p>24. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity.</p> <p>25. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.</p> <p>26. Any other duties as agreed by the Faculty / Directorate / Service Area.</p>
Person Specification	<p><b>Essential criteria:</b></p> <ol style="list-style-type: none"> <li>1. A postgraduate degree in a relevant subject (e.g. statistics, data science, mathematics, operational research, epidemiology) or an undergraduate degree in a relevant subject with equivalent experience.</li> <li>2. Evidence of active engagement, personal role, and contribution to writing and publishing research papers, particularly for refereed journals.</li> <li>3. Evidence of the capacity for active engagement in designing research and writing, or contributing to writing, applications for external research funding.</li> <li>4. Ability to demonstrate significant independence of focus and direction in research – determining 'what, why, when and with whom' to progress work.</li> <li>5. Experience in statistical, mathematical, or operational research methods including survival analysis methods, and generalised linear models.</li> <li>6. Experience in programming skills with statistical software, such as R or Python (other analytical/statistical software with transferrable skills can be used, including SAS, STATA, etc.)</li> <li>7. Excellent written and oral communication.</li> <li>8. A commitment to continuous professional development</li> </ol> <p><b>Welsh Language:</b> <i>(Delete as applicable)</i></p> <p>Level 1 – 'a little' (you do not need to be able to speak any welsh to apply for this role) <i>e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</i></p>

	<p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available <a href="#">here</a>.</p> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>9. A PhD in a relevant subject.</li> <li>10. Experience of analysis of large electronic administrative, health and social care records.</li> <li>11. An understanding of clinical coding thesauri and their use in the NHS.</li> <li>12. Experience of Bayesian methods and statistical software (for example: WinBUGS, OpenBUGS, Stan, JAGS).</li> <li>13. Experience of SQL programming.</li> <li>14. Experience of supervising undergraduate or postgraduate student projects</li> </ul>
<p><b>Additional Information</b></p>	<p>Informal enquiries: <a href="mailto:R.K.Owen@Swansea.ac.uk">R.K.Owen@Swansea.ac.uk</a></p>

