NUFFIELD DEPARTMENT OF PRIMARY CARE HEALTH SCIENCES

Job Description

Summary

Job title	Qualitative Research Assistant
Division	Medical Sciences
Department	Nuffield Department of Primary Care Health Sciences
Location	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Research Grade 6: £36,360 - £42,434 per annum
Hours	Full time
Contract type	Fixed term for 21 months or until 31 December 2028, whichever is earliest
Reporting to	Abigail McNiven, Senior Qualitative Researcher
Vacancy reference	BZ26061 – 189749
Research topic	Reproductive Health
Principal Investigator / supervisor	Dr Abigail McNiven, Senior Researcher
Project team	Medical Sociology and Health Experiences Research Group
Project web site	https://www.phc.ox.ac.uk/research/health_experiences https://hexi.ox.ac.uk/
Funding partner	The funds supporting this post are provided by the NIHR Policy Research Unit in Reproductive Health

The role

We are seeking a Qualitative and Mixed Methods Research Assistant with proven expertise in qualitative or mixed methods to join the Medical Sociology and Health Experiences Research Group (MS&HERG) within the Nuffield Department of Primary Care Health Sciences.

This appointment is for a newly awarded study funded by the National Institute for Health and Care Research (NIHR) Policy Research Unit (PRU) in Reproductive Health, on adolescent reproductive health concerns. The Principal Investigators are Dr Abigail McNiven and Professor Katy Vincent, with the wider Policy Research Unit being led by Professor Jenny Hall and Professor Judith Stephenson at University College London (UCL).

The NIHR Policy Research Unit in Reproductive Health is a £5 million research investment over five years, from January 2024 to December 2028, whose purpose is to produce high quality research evidence to inform policy about health, care and public health systems for reproductive health in England. The PRU has a focus on addressing health inequalities and working in a co-produced way with people the work impacts. Led by UCL, it is a collaboration with the Universities of Birmingham, Oxford and Warwick, the London School of Hygiene and Tropical Medicine and Hywel Dda University Health Board. The PRU works closely with colleagues at the Department for Health and Social Care and other government departments. A major aspect of the PRU's work is responding flexibly to policy priorities and queries from DHSC as they arise.

The role is to support policy-related research in reproductive health, working with the PIs Dr Abigail McNiven and Professor Katy Vincent, a post-doctoral researcher at UCL and the wider PRU team at UCL. The post-holder will assist Dr Abigail McNiven in all aspects of the research study including study design, governance, delivery, public involvement, reporting and dissemination. Please note that this is a hands-on research support role, primarily focused on contributing at a Research Assistant level to qualitative research projects rather than independently designing or leading research. Applicants are encouraged to consider whether this aligns with their experience and career aspirations.

Flexible working

The post-holder will predominantly be office-based. However, some remote working from within the UK will be possible by arrangement with Dr Abigail McNiven. Some travel within the UK for fieldwork may also be required.

Responsibilities

- Gather, analyse, and present qualitative and quantitative data from a variety of sources building on existing concepts, developing working theories and new research methodologies as necessary.
- Work autonomously to manage the delivery of the research project while also working collaboratively with the wider multi-disciplinary research team and patient/public representatives.
- Conduct analyses, drawing on relevant social theory, and reviewing and refining interpretations of the data, as appropriate.
- Maintain good working relations with academic and support staff colleagues across the department and in the wider University and with external collaborators.
- Contribute to research publications.
- Contribute to wider project planning.
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups.

- Work flexibly in response to rapidly changing policy landscape and research requirements.
- Represent the research group at external meetings/seminars, either with other members of the group or alone.
- Travel and stay in hotel accommodation within the UK, for research purposes.
- Play an active role in the Medical Sociology and Health Experiences Research Group and the wider department commensurate with grade and experience.
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted.
- Contribute to the design of research materials and make arrangements for data gathering.

Selection criteria

Essential selection criteria

- A Master's degree in a relevant social science subject (e.g. sociology, social policy, social geography).
- Experience of qualitative or mixed methods research on reproductive health topics and/or with young people, with excellent qualitative analysis skills and experience using qualitative data analysis software and methods.
- Excellent interpersonal and communication skills, in particular the ability to deal with health issues sensitively, to present data at conferences, represent the research at meetings and adapt communication style for different audiences (e.g. patients and members of the public, healthcare professionals, policy-makers at various levels of seniority).
- Excellent written communication skills, with a high standard of literacy and a strong command of English grammar and spelling, including the ability to write and edit accurately for academic, health professional, policy and lay audiences.
- Proven ability to manage own research and administrative activities within tight deadlines, including evidence of decision-making, problem-solving, planning and organising, and attention to detail. Able to work independently and as part of a team.
- Ability to absorb substantial detail and keep track of a range of diverse activities and to make connections between them.
- Experience of recruiting and maintaining relationships with research participants. Evidence of tact and discretion in dealing with extremely confidential or sensitive matters.
- Knowledge of research governance processes and an understanding of how the NHS is organised.
- Excellent attention to detail and high level of computer literacy, including proficiency in Microsoft Office, NVivo, bibliography software, video conferencing, social media and other office IT systems, with the ability to adapt to changing technologies.
- Willingness to work flexible hours and virtually/online if necessary. Willingness to travel within the UK, which may involve some overnight stays.

Desirable selection criteria

- Experience of involving the public in research.
- Experience of submitting grant applications.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to working with data.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit https://www.ox.ac.uk/about

Nuffield Department of Primary Care Health Sciences

A top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main strategic priorities are to develop evidence-informed solutions to reducing the pressures on health systems, advancing global primary health care and supporting the development of environmentally and financially sustainable models of healthcare.

Our research is led by internationally-renowned scientists; many of whom are practising GPs and primary care clinicians. Many others are psychologists, epidemiologists, sociologists, and public health academics. We cover the broad range of issues that you might expect to address in the community, including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, rigorously evaluating the effectiveness of treatments and diagnostics, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in novel clinical trial design and implementation, clinical decision-making and diagnostics, clinical epidemiology, medical statistics, behavioural science, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings.

The Department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice, and was made a free-standing department in 2011 with the first Oxford statutory chair in primary care. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community- based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and

research. We have strong relationships at a national level with the UK Health Security Agency and public health agencies in the devolved UK administrations, and at international level with inter-governmental bodies such as the World Health Organisation.

Our main research themes coalesce around cardiovascular disease and diabetes, infection, cancer, health behaviours, and digital health, with several cross-cutting themes, including disease prevention, early diagnosis, and patient self-management, big data and new clinical themes. We place inclusivity and diversity at the forefront of our approach to research from design and conduct through to the dissemination of our findings.

The department has exceptional infrastructure, including the long-established Primary Care Clinical Trials Unit, one of the most expert CTU's for trials conducted in community settings. We also host the Oxford Institute for Digital Health; the Bennett Institute for Applied Data Science; the Oxford Centre for Evidence-Based Medicine; the WHO Collaborating Centre for Primary Care; a WHO Collaborating Centre for the Promotion of Healthy and Sustainable Diets; The Global Health Network (a WHO Collaborating Centre for Research Information Sharing, E-Learning and Capacity Development); the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services); and the Medical Sociology and Health Experiences Research Group (MS HERG), which is a centre of excellence in qualitative research methods and conducts studies of experiences of health and illness, digital health and organisation and delivery of care. The department is a founding member of the National Institute for Health Care Research (NIHR) School of Primary Care Research, houses the NIHR MedTech and In Vitro Diagnostics Co-operative (MIC), and leads several themes of the Oxford University Hospital and Oxford Health BRCs. In terms of methodologies, as well as our critical mass of social scientists and computer/information scientists, the department supports one of the largest groups of medical statisticians in medical sciences and a growing team of health economists.

Clinicians in our department teach a number of threads in the undergraduate course in Medicine and we place students in GP practices as part of their training. We run a very successful, well-established MSc programme in Evidence Based Health Care, and a new MSc in Translational Health Science with Oxford Lifelong Learning. We also run an MSc in Applied Digital Health and an MSc in Global Health Care Leadership run in partnership with the Said Business School.

The Nuffield Department of Primary Care Health Sciences holds a departmental Gold Athena Swan award (awarded in March 2023 and the first Gold in the University of Oxford) to recognise advancement of gender equality: representation, progression and success for all.

The Nuffield Department of Primary Care Health Sciences currently holds a Gold National Union of Students (NUS) Green Impact award. Green Impact is an environmental accreditation scheme championed by the National Union of Students and is designed to support environmentally and socially sustainable practice. The department supports sustainability initiatives in the following areas: supporting and leading change; energy; water; materials and waste; sustainable travel; biodiversity and nature; and food.

In order to create a positive culture, the department has created a set of values that we all aspire to demonstrate in the way we work and behave.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre. Some staff are located nearby in the Gibson Building at the ROQ

and the Department is currently seeking funding for ambitious renovation plans to create state of the art teaching and office space.

Car parking is very restricted with only a small percentage of staff being granted an annual parking permit and priority being given to those with access needs. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information please visit: http://www.phc.ox.ac.uk

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.ox.ac.uk/

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we **may** be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email recruitment@phc.ox.ac.uk to enquire whether the role you are applying for might be available on a part-time basis.

Please upload all documents **as PDF files** with your name and the document type in the filename.

Please do not upload full published papers or certificates as part of your supporting documents.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications

Non-technical questions about this job should be addressed to the recruiting department directly recruitment@phc.ox.ac.uk

To return to the online application at any stage, please go to: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://www.ox.ac.uk/about/jobs/working-here

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See https://www.ox.ac.uk/about/jobs/life-in-oxford

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare

Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/support-for-disabled-staff The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support/researcher-hub/about