

## Job Description

Post title:	Sparkle Research and Development Officer
Salary:	£23,023 per annum
Hours:	37.5 hours per week
Contract:	2 Years Fixed Term
Accountability:	Professionally and managerially accountable to named Sparkle Trustee (with delegated day to day managerial responsibility to the Performance and Quality Officer)
Base:	Serennu Children's Centre

## Job Purpose

As the Sparkle Research and Development Officer you would, broadly, be working on a range of qualitative and quantitative research and analysis projects, achieving the goals set out in each research proposal.

## Responsible for:

- Supporting the named Sparkle Trustee to undertake relevant research, service evaluation and audit.
- To take, in liaison with the Sparkle team, an active role in the evaluation of services, production of reports, as required, and to play a significant role with regard to grant evaluations and applications.
- Organise, run and report on focus groups with staff from Health, Social Care, Education and families regarding their views, experiences, and reflections relating to specific research projects.
- To draw up schedules for all aspects of each research project and ensure that they are issued and agreed by the named Trustee and Performance and Quality Officer, notifying people immediately of any changes.
- Create and maintain databases and provide and analyse statistical information concerning identified research projects, summarising it for faculty use.
- Support with running appropriate groups, workshops, sessions and training as directed and supervised by the named Sparkle Trustee, to staff, families and outside agencies, which will include some evening and weekend working.
- To prepare materials for the provision of training to other professional staff and agencies, parents and children/young people as delegated by the named Sparkle Trustee.
- Once agreed, to lead on the development of a full feasibility delivery model for transition, relevant to young people transitioning from children's to adult services, review its effectiveness and refine and adapt the model, as appropriate.

- To be extremely flexible, working around the needs of families and Sparkle team members, working in a professional manner consistent with the Sparkle ethos.
- To be visible throughout the Centre to parents, children and young people and to fully integrate with professional teams either based at the Centre or undertaking clinics at the Centre.
- To promote the Sparkle charity which will include meeting dignitaries, funders, sponsors, etc. and participating in any Sparkle or ABUHB events, conferences or award ceremonies.

Carry out other duties as agreed with the named Sparkle Trustee and Performance and Quality Officer.

### **Administrative**

- To be responsible for administrative and other tasks relating to evaluation of Sparkle Services, and preparing written reports in line with the Policies and Procedures of Sparkle.
- To carry out such administrative tasks that may be required by the named Sparkle Trustee.
- To organise, conduct, record and transcribe relevant focus groups and interviews, and thematically code, analyse and produce quantitative reports.
- To produce reports of all research and evaluation work undertaken.
- To manage own diary to ensure competent time management and completion of research, professional development and attendance at meetings.
- To attend and contribute to the Serennu staff meetings, Sparkle team meetings and other meetings deemed appropriate.

### **Professional Development**

- To meet regularly with the named Sparkle Trustee for supervision, in accordance with good practice guidelines.
- To keep an up to date record of supervision received.

## Health and safety at work

- All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work.
- You are to attend all mandatory/statutory training according to Sparkle and Aneurin Bevan University Health Board (ABUHB) policies.

## Confidentiality

- In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff as appropriate. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.
- Similarly, no information of a personal confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as serious gross misconduct, which could result in disciplinary action being taken against you. Individuals will be responsible for any records they create, use or handle. This responsibility is established at, and defined by law.
- All employees who record, handle, store or otherwise come across information, have a personal common-law duty of confidence. The Data Protection Act 1988 now places statutory restrictions on the use of personal information, including health information. All staff need to acknowledge the importance of health records and their personal responsibilities.
- It's security is of prime importance and serious consequences can result should a record go missing. Any disclosure of such information without permission is a disciplinary offence and may result in dismissal.

## Review

- The job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of Employment and your duties may well be changed from time to time to meet changes in Sparkle and ABUHB requirements.

## Special Conditions

- The nature of the post will require extreme flexibility with the expectation that the service model reflects the needs of parents. The post holder will be required therefore to run parent groups and sibling/young people groups, attend meetings and events on evenings and on weekends as required.
- The post holder will also be required to volunteer their time for events such as Fun Days organised by the Children's Centre for four equivalent working days per annum.

Disclosure and Barring check

This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Check.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

***Sparkle is committed to Safeguarding and Promoting the welfare of children, young people and vulnerable adults.***

**Person Specification**

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Indicated by</u>
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>As a minimum a Masters degree in a relevant subject</li> </ul>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Must be experienced in undertaking comprehensive literature reviews</li> <li>Experience of undertaking focus groups and service evaluations</li> <li>Confident and competent with detailed qualitative and quantitative analysis</li> <li>Experience of writing research proposals and reports</li> </ul>	<ul style="list-style-type: none"> <li>Previous relevant work experience, for example as a Research Assistant or Research Administrator</li> <li>Previous experience with disabled children</li> </ul>	Application form/ Interview
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to communicate (verbally and written) and relate to others in situations that can be complex.</li> <li>Ability to plan, organise and prioritise own workload.</li> <li>Must be capable of using initiative and working</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use a range of specialist statistical packages, graphic packages and databases.</li> <li>Experience of using SPSS and /or NVivo packages</li> </ul>	Application form/ Interview

	<p>independently.</p> <ul style="list-style-type: none"> <li>• Must be able to use supervision appropriately in order to agree and review goals.</li> <li>• Ability to analyse data collected, and effectively disseminate outcomes.</li> <li>• Excellent IT skills, including experience working with Excell spreadsheets, powerpoint, qualitative data analysis</li> </ul>		
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Extreme flexibility, ensuring hours worked and service delivery are centred around the needs of parents, children and young people.</li> <li>• Excellent timekeeping</li> <li>• Behaving in a professional manner, consistent with the ethos of Sparkle.</li> <li>• Innovative.</li> <li>• Highly motivated and energetic.</li> <li>• Team player.</li> <li>• Demonstrated creative flare.</li> <li>• Passionate about working with disabled children and their families.</li> </ul>		Application form/ Interview/ Reference
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be a car driver and possess a current driving licence.</li> <li>• Ability to work within professional guidelines.</li> <li>• Ability to work evenings and some weekend working</li> </ul>		Application form/ Interview