Candidate Information

Position:	Research Fellows - Administrative Data Centre NI
School/Department:	Centre for Public Health
Reference:	20/108544
Closing Date:	Tuesday 2 February 2021
Salary:	£33,797 - £38,017 per annum
Anticipated Interview Date:	Thursday 18 February 2021
Duration:	These posts are available for 12 months or until 31 March 2022 (whichever is sooner)

JOB PURPOSE:

A programme of work is being carried out by the Administrative Data Research Centre Northern Ireland (ADRC-NI), which is one of three UK-wide centres established to facilitate the safe linkage and analysis of routine administrative datasets. Professor Dermot O'Reilly is the Director of the ADRC-NI and Dr Frances Burns is the Project Manager.

There are three posts available within the ADRC-NI which aim to use administrative datasets to:

1. Examine the health and social outcomes of the prison population in NI led by Prof Michael Donnelly

2. Investigate the causes and consequences of homelessness in Northern Ireland, focusing on health and social wellbeing of people who experience homelessness led by Dr Declan Bradley.

3. Explore the determinants of mental ill-health in Northern Ireland, with a particular focus on the impact of the COVID-19 pandemic led by Dr Aideen Maguire.

MAJOR DUTIES:

1. Carry out analyses, critical evaluations, and interpretations using methodologies and other techniques appropriate to area of research.
2. Liase with data custodians to understand finer details of research datasets.
3. Oversee the creation of appropriate research databases which incorporate adequate safeguards of confidentiality.
4. Prepare, as necessary, submissions to Ethics Committees and other regulatory bodies and data transfer agreements with data custodians.
5. Prepare papers for publication in national and international journals and presentations at national and international conferences.
6. Develop a public engagement strategy related to this project and initiate dialogue with relevant stakeholders and policy makers.
7. Ensure adherence to project milestones and be responsible for regular production of progress reports.
8. Assist the Principal Investigator in the preparation of funding proposals and applications to external bodies.
9. Draft and present regular progress reports on research for the ADRC-NI and for external 'audiences' in order to disseminate and publicise research findings.
10. Carry out routine administrative tasks associated with effective research project management in order to ensure that work tasks are completed on time and within budget (including the organisation of project meetings and documentation, financial control and risk assessment relating to given research activities
11. Read and analyse academic papers, journals and textbooks in order to keep abreast of developments in own specialism and health and well-being research of migrants and contribute to idea generation and data mining.
12. Undertake relevant training and professional development as appropriate.

Planning and Organising:

1. To plan for the use of research resources where appropriate.
2. To plan own day-to-day activity within framework of the agreed research programme.
3. To plan to meet deadlines for journal publications and to prepare presentations and papers for conferences.

4. To coordinate and liaise with other members of the research group regarding progress.

Resource Management Responsibilities:
1. To ensure research resources are used in an effective and efficient manner.
2. To provide guidance as required supporting staff and any students who may be assisting with research.

Internal and External Relationships:
1. To liaise on a regular basis with data custodians, colleagues and students.
2. To build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
3. To join external networks to share information and ideas.
4. Contribute to the School's and the ADRC-NI's outreach programme by establishing links with local community groups, industries etc.

ESSENTIAL CRITERIA:
1. Have, or about to obtain, a relevant PhD in epidemiology, social sciences, applied statistics, economics or public health-related area including pharmacy or psychology.
2. At least 3 years recent research experience relevant to this project.
3. Experience of using statistical packages such as SPSS or STATA or R.
4. Experience of relevant methodological approaches and statistical analysis techniques.
5. Ability to work in a multi-disciplinary environment as part of a research team.
6. Sufficient breadth and depth of specialist knowledge of research methods pertinent to the present research programme.
7. Ability to deal competently with administrative tasks.
8. Knowledge and experience of using relevant statistical techniques, e.g. regression.
9. Excellent IT skills e.g. Microsoft Office suite.
10. Excellent organisational skills.
11. Excellent inter-personal skills.
12. Excellent oral and written communication skills.
13. Ability to write reports and meet deadlines.
14. Good presentation skills.
15. Ability to build contacts and participate in internal and external networks.
16. Ability to work independently and on own initiative.
17. Willingness to travel to meet the needs of the post.
18. Remote working may be accommodated from within the UK but the expectation is that the successful candidates travel to Belfast for specific pieces of work.

DESIRABLE CRITERIA:
1. A primary degree in a health, social sciences, public health, or statistics-related subject.
2. Research activity related to use of large administrative datasets including the census.
3. Experience of advanced statistical techniques.
4. Good publication record commensurate with the stage of career.
5. Experience in use of database software.
6. Experience of data governance and issues related to data linkage
7. Ability to contribute to broader management and administrative processes.
8. Strong commitment to a career in research.