

**Research and Engagement Officer**

**ROLE DESCRIPTION**

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| **Job Title:**  | Research and Engagement Officer  |
| **Hours:**  | 35 hours per week  |
| **Location:**  | CDHN Office with flexibility to work from home. Travel to research locations across NI as required. |
| **Reports to:**  | Research Manager  |
| **Salary:**  | NJC Scale SO1 (£27,741 - £29,577)+ 6% Employer’s pension contribution  |
| **Contract:** | 1 year fixed-term  |
| **Closing Date:**  | **Closing date Wednesday 10th November at 12 noon**  |

**Interviews will take place on Thursday 18th or Friday 19th November 2021.**

**Research and Engagement Officer**

**Job Purpose**

The post holder will work with the Research Manager in undertaking community based participatory research projects, primarily the Community Medication Safety research. The post-holder will be involved in all stages of the process including community and stakeholder engagement, workshop facilitation, sampling, designing research tools, qualitative and quantitative data collection, analysis, reporting and dissemination.

The post holder will support CDHN's research activities to meet the CDHN strategic aim of working in partnership with communities and other relevant stakeholders to build the evidence to reduce health inequalities.

**About the Community Medication Safety Research**

The Community Medication Safety research project is a collaboration with Health and Social Care NI under the Awareness raising workstream of the NI Transforming Medication Safety plan.

It aligns with the CDHN Strategy 2021-2024. Through the project, CDHN will gather lived experience that will be used as evidence to influence policy and practice on medication safety. It will also build the evidence base of how social circumstances can influence health. We will use this to help ensure the social determinants of health are included in policy and practice to help end health inequalities.

Research aim: *Discover the social circumstances behind unsafe medication practices and avoidable medication-related harm to inform the implementation of the Transforming Medication Safety in NI plan using a community-based participatory research approach.*

In the project, we will engage with communities and health and social care staff to gather evidence about the extent of unsafe medication practice, the social circumstances that impact on medication related harm and the barriers to making decisions about medication. We will also increase awareness of medication related harm and the current supports available to promote the WHO inspired medication safety challenge.

**Research and Engagement Officer**

**Main Duties and responsibilities**

**Delivery of the research**

1. Under the direction of the Research Manager, take day-to-day responsibility for the delivery of specific aspects of the Community Medication Safety research project plan and related research and monitoring activities, ensuring that they are completed within agreed timescales.

1. To conduct desk research as appropriate, primarily on social circumstances that influence medication safety, patient experiences of medication safety and the link between medication safety, health inequalities and the social determinants of health.
2. To draft participatory research tools (e.g., interview and focus group topic guides) which use projective and discussion enabling techniques that will help participants engage in the research.
3. To undertake a variety of data collection methodologies, particularly interviews and focus groups and survey implementation.
4. To analyse and interpret quantitative and qualitative research data.
5. To write and contribute to lived experience stories/case studies and research reports.
6. To keep up to date with the current research literature, policies and developments in health inequalities, social determinants of health, community-based approaches in research and community development.

**Engagement, relationship building and awareness raising**

1. To identify, engage and build relationships with people in the community and key stakeholders to raise awareness of medication safety, gain support for the research and give them and those they work with the opportunity to get involved further in the work.
2. To develop presentations and session plans and present and facilitate sessions at workshops and events.
3. Through engagement and workshops, raise awareness of medication related harm and critically reflect on the Know, Check, Ask and 5 moments of medication safety campaigns.
4. To contribute to knowledge exchange and awareness raising throughout the research process and help develop and implement a research dissemination plan.

**Research administration, knowledge and information systems and communication**

1. To organise and manage the Medication Safety research steering group, including all practical arrangements, preparing supporting paperwork and taking minutes.
2. To organise, manage and attend workshops for the medication safety research, with responsibility for all practical arrangements including liaising with participants, developing materials, venue selection, catering and ensuring overall value for money and smooth running on the day.
3. Use CDHN’s CRM system to manage data about the Medication Safety research meetings and workshops and other data as appropriate, including informed consent forms (in accordance with the CDHN Data protection and GDPR policy).
4. To work with the Communications Officer to ensure smooth flow of internal and external information on the medication safety project to CDHN members, research partners and other identified stakeholders.
5. To provide information and respond to enquiries about the Medication Safety project and other CDHN work from internal and external enquiries as appropriate.

**General**

1. Promote the work and values of CDHN with external stakeholders and members of the public.
2. To attend and participate in staff meetings and other relevant meetings, such as cross-organisational working groups as appropriate.
3. Undertake any other reasonable duties requested by CDHN.