



<b>Role Title</b>	<b>Research Development Lead (Local Authority Research Practitioner)</b>
<b>Job Family</b>	<b>Strategy and Change</b>
<b>Competency Level</b>	<b>Principal Officer/Manager</b>
<b>Pay Scale</b>	<b>PO6 (2 year fixed term)</b>
<b>Purpose</b>	
<p>This role will help embed an evidence-based approach across the council, incorporating research into practice and helping support key council priorities in line with Mission Waltham Forest.</p> <p>Based in the Strategy and Change team within the Chief Executive's Directorate, this post will play a central role in developing corporate research and engagement capabilities and forging relationships with partners. This post is part funded by the National Institute for Health and Care Research as part of the Local Authority Research Practitioner (LARP) Programme and therefore the postholder will have a dotted reporting line to the Public Health team to ensure particular join up with the health and care landscape and wider public health &amp; prevention agenda.</p> <p>The post-holder will have a deep appreciation for evidence-led policy design and will be responsible for bringing stakeholders together to build internal and external practice networks, seeking new research funding opportunities and working with services to elevate research insights to senior decision makers.</p>	
<b>Generic Accountabilities</b>	<b>End Results/Outcomes</b>
<p>Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.</p>	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>Service delivers excellent customer service.</p>
<p>Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.</p>	<p>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives / complex operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.</p>



	Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.
Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.  The team is highly competent, effective, motivated and outcomes focussed.  Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.  Effective team meetings take place to required timescales.  Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources including, equipment, people, and systems are utilised optimally and efficiently.  Budgets are planned, developed and delivered. Value for money is maximised.  Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.  Evidence based recommendations are made.
Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed.  Suitable health and safety instruction and training are provided.  There is a safe working environment.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.



Job-specific Accountabilities	End Results/Outcomes
<p>Lead on the assessment of current research capacity, need and resources within the organisation, and raise awareness of the benefits of research at a senior level</p>	<ul style="list-style-type: none"> <li>• Conduct an audit of current research capacity across the organisation and the need for further support with research.</li> <li>• Use this audit to influence senior colleagues across council departments on the value of research and being insight-led.</li> <li>• Lead a research network bringing key officers together from across the Council to drive forward and expand on the work that has already begun in ensuring the Council is insight-led in everything it does.</li> </ul>
<p>Forge partnerships around research with external stakeholders, including universities, and leverage these partnerships to attract funding for research within the local authority</p>	<ul style="list-style-type: none"> <li>• Actively participate in external research networks.</li> <li>• Lead on development of funding bids for research.</li> <li>• Develop strategic and more ad-hoc relationships with higher education institutions and other research organisations.</li> </ul>
<p>Drive development of the research and engagement capabilities of colleagues across the council, through providing learning &amp; development opportunities in order to build the Council's internal capacity, skills and ability to conduct in-house research.</p>	<ul style="list-style-type: none"> <li>• Develop a menu of research and engagement training and development options, including how to use the insights and intelligence gathered from activities.</li> <li>• Governance mechanisms developed to facilitate evidence-led policy design and public &amp; community participation across the council.</li> </ul>
<p>Manage evidence, evaluation and innovation for key council programmes – such as prevention and tackling inequality.</p>	<ul style="list-style-type: none"> <li>• Develop and manage an evaluation framework for cross-cutting council initiatives – such as a prevention delivery model – advising on research activities and drawing in research partners and practitioners where appropriate</li> <li>• Drive innovation in the field of research across the Council, developing and embedding cutting edge techniques for and with a range of projects and initiatives in order to devise new and innovative ways to tackle inequality.</li> </ul>
<p>Support the development, monitoring and evaluation of the local authority research practitioner programme nationwide</p>	<ul style="list-style-type: none"> <li>• Undertake regular reporting to the Specialist Centre for Public Health (Newcastle University and partners) to support the evaluation of the LARP roles and demonstrate impact on research capacity and capability in Local Authorities.</li> </ul>



	<ul style="list-style-type: none"> <li>• Actively promote, support and contribute to the activity of the SCPH.</li> <li>• Contribute to the sharing of best practice across Local Authorities as part of a LARP network.</li> <li>• Link with Public Health Engagement Leads (PHELs) funded regionally by the SCPH.</li> </ul>
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**Nature of Contacts**

Frequent contact with Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues.

Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments.

High levels of tact, sensitivity and diplomacy is required.

Influence colleagues across the council and partner organisations to support the council's research agenda.

Consult with stakeholders to identify requirements. Communicate changes in policy and working practice to contacts.

Engage with internal and external networks around research, in order to share learning and best practice.

**Procedural Context**

Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.

Control the deployment and allocation of service resources within overall corporate and legislative framework. Accountable for the performance of the service area against agreed objectives. Develop service plan for area of responsibility and contribute to term wider service planning. Professionally accountable for interventions within area of responsibility.

Manage complex issues within a framework of policy and procedures. Creative and innovative problem solving of complex issues, often in situations where there is ambiguity and a significant degree of judgement is required in relation to risks outside the remit of existing policy. Think and act strategically in decision making in a complex professional and political environment.

Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic,



legislative and Government policy requirements.

Occasionally the post will be expected to work from other locations.

Post holder will oversee operational decisions.

Post holder will report to the Senior Research and Consultation Manager.

### Key Facts and Figures

Delegated responsibility for project budgets.

Monitoring and controlling major financial transactions /information.

Effectively control significant budgets / resources.

Manage teams of staff.

### Resourcing

Budget Responsibilities: Control over allotted budgets for specific events or projects

Supervisory Responsibilities: None

### Knowledge, Skills and Experience

- Understanding of different infrastructures within the higher education sector, Local Authority, NHS, public health and partner organisations.
- Comprehensive knowledge of research and evaluation approaches and underpinning methodology.
- Excellent networking, facilitation and organisational skills, including experience of partnership working.
- Excellent communication skills, including the ability to write clear and concise reports and communicate effectively with a wide range of people including other professionals and members of our diverse communities.
- Ability to coach and inspire colleagues to learn research skills, and to support them when putting into practice.
- Evidence of an innovative mindset, with ability to drive innovation in the field of research, developing and embedding cutting edge techniques for a range of projects and initiatives.
- Experience of applying and complying with information governance, confidentiality and ethical guidance in data sharing and research.
- Ability to write successful grant funding applications.



- Excellent project management skills and experience of delivering project elements within timescales.
- Excellent ICT skills and the ability to use these to support and enhance work
- Ability to use initiative, organise and prioritise work, meet tight deadlines and to work both independently and as part of a team.
- Good negotiation skills and able to deal with conflict
- Proven experience of working under pressure, working autonomously, meeting tight deadlines and working flexibly in response to changing circumstances.

### **Indicative qualifications**

A degree level qualification, or a professional qualification of an equivalent level, in a relevant subject, such as public health, population health, health policy etc or a relevant social science.

Postgraduate degree in a relevant subject OR at least 2 years' experience in a relevant subject.

Desirable: Advanced research degree (PhD or equivalent) OR equivalent experience of conducting research (ideally on the wider determinants of health).

Evidence of Continuous Professional Development.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.