

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	HDRC Research Lead (Qualitative)
Grade	PS10	Reports to (role title)	Head of HDRC
		Directorate/School	Adults, Wellbeing and Health Partnerships
JE Band	371-438	Service/Department	Public Health
		Date Role Profile was created	Jan-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>This is a 2-year fixed-term contract opportunity.</p> <p>We are looking for an experienced Qualitative Researcher to join our fantastic Surrey Health Determinants Research Collaboration (HDRC) team. The post holder will be based at Woodhatch Place and will use theoretical knowledge and practical experience of qualitative research approaches and methods to lead on the development and implementation of research projects and studies.</p> <p>This role will be responsible for providing expert advice and guidance on qualitative research methodologies, including the design, development, and administration of research studies and funding applications.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> •Deliver high quality research products including evidence syntheses, research skills training and development programmes and projects that align with research priorities and support the delivery of Surrey HRDC priorities. •Provide leadership and research expertise to Surrey HDRC and partners across the functions covered by the role, co-ordinating the sharing of best practice and promoting a culture of continuous improvement and innovation. •Build and maintain positive relationships with partners, including with the community, to promote the work of the Surrey HDRC and ensure the delivery of high-quality products and outcomes. •Support a range of activities and projects across the Surrey HDRC team, leading and coordinating project proposals, and assisting with the development of the work, providing advice and support to ensure the successful implementation and completion. •Participate in local authority staff training and development, designing and maintaining learning programmes and sessions •Act as a mentor and resource for junior members of the research team, including the HDRC Community Researchers, to meet individual and organisational learning needs with available resources and within specified timescales.
Work Context	<p>This role would form part of the new and innovative Health Determinants Research Collaboration (HDRC) programme funded by the National Institute of Health and Care Research (NIHR). The Surrey HDRC programme is delivered by Surrey County Council, University of Surrey (UoS), alongside local partners including Surrey's voluntary and community sector.</p> <p>Surrey HDRC is designed to boost the capacity of Surrey County Council to do research, together with our communities, with the aim of improving health outcomes and reducing health inequalities in Surrey communities. Surrey HDRC will develop a sustainable research culture, build research capacity and capability, and increase our local evidence-base on wider determinants of health.</p>
Line management responsibility if applicable	
Budget responsibility if applicable	None direct.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level and complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • Postgraduate qualification, or equivalent relevant experience, reflecting strong research skills, ideally in a discipline relevant to health or public health. • Specialist knowledge and experience of qualitative research methods. • Competence in analytic software such as NVivo to support research. • Able to perform thorough literature searches and produce written reviews. • Experience in developing, delivering and evaluating formal project evaluations and/or research projects and/or research funding applications with robust methods and ensure they will be of benefit to the council. • Knowledge of the determinants of health and of health inequalities and inequities. • Able to develop, deliver and evaluate research training programmes in group/1-1 settings to internal and external organisations ensuring they are audience appropriate. • Able to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way. • Excellent organisational skills and an eye for detail, with ability to handle competing deadlines. • Evidence of commitment to, and ability to provide, a culture of continuous improvement and proven track record in the successful development and implementation of fundamental improvement/change programmes, ensuring business plans are focused and meet service requirements.

Role Summary	Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.
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Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	Guidance for Business Case	Business Case
A - Creation of a new role	Please provide context to the creation of this new role.	<p>Surrey Health Determinants Research Collaboration (HDRC), funded by the National Institute of Health and Care Research (NIHR), is a 5-year initiative aiming to boost research capacity within local government and embed a culture of always using evidence when making decisions. Surrey County Council has been awarded £5m over five years to implement this programme. The Research Lead (Qualitative) post is essential to support Surrey HDRC to achieve the core programme objectives, including building research capacity, infrastructure and knowledge sharing, enhancing public involvement in research, and supporting research sustainability.</p> <p>The HDRC Research Lead role will manage and oversee delivery, design, development, and administration of research studies and funding applications as part of Surrey HDRC.</p>
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder(s)		
Reason C of the business case only		
Current grade of the position - Reason C of the business case		
The below two fields to be completed by non-school roles only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		
Manager's OM Number this role reports to - Reasons A,B, C		

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Negin Sarafraz-Shokari	Public Health Principal	22/01/2025

Approval Section

Non-schools complete yellow parts, schools complete green parts

Requesting manager to confirm: 1. Head of Service/Headteacher for schools approval for the creation/amendment of the role 2. Senior Manager confirmation of the available budget (non-schools) Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for benchmarking.		
Position	Name	Date of approval
Head of Service	Ruth Hutchinson	22/01/2025
Senior Manager		

To be completed and approved by HR

HR to confirm that the role is at a correct level within the particular Job Family		
Position Title	Name	Date confirmed benchmarking to JE Coordinator

To be completed by JE Coordinator

Reference Number	BM-2025-57
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