

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	HDRC Research Officer
Grade	PS9	Reports to (role title)	HDRC Surrey Programme Manager
JE Band	314-370	Directorate / School	Health Determinants Research Collaboration (HDRC) Surrey
Date Role Profile was created	Apr-26	Service / Department	Public Health - AWP
Agile	Information	DBS Requirement	Not Required

Part B - Job Family Description

This is a fixed-term opportunity until 31st December 2029.

We are looking for an experienced Research Officer to join our fantastic Health Determinants Research Collaboration (HDRC) Surrey team. The post holder will be based at Woodhatch Place and will use theoretical knowledge and practical experience of qualitative and quantitative research approaches and methods to support the development

Role Purpose including key outputs	This is a fixed-term opportunity until 31st December 2029. We are looking for an experienced Research Officer to join our fantastic Health Determinants Research Collaboration (HDRC) Surrey team. The post holder will be based at Woodhatch Place and will use theoretical knowledge and practical experience of qualitative and quantitative research approaches and methods to support the development and implementation of research projects and studies. Key responsibilities include: •Provide a range of research, evaluation and analytical activities that will help shape, inform and influence service design, delivery and focus, and support the reduction of health inequalities. •Support the delivery of 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 HDRC Surrey priorities. •Lead on research which contributes to the HDRC Surrey ambitions (this may involve desk research to draw on existing data, managing or undertaking primary research, and supporting public involvement in research). •Support the development and embedding of a culture of evidence-led practice and evaluation of impact on outcomes throughout the council. •Build and maintain positive relationships with partners, including with the community, to promote the work of the HDRC Surrey 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.
Work Context	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 programme is delivered by Surrey County Council, University of Surrey (UoS), alongside local partners including Surrey's voluntary and community sector. The postholder will work within a team of experience researchers and embedded academics from the University of Surrey. HDRC Surrey 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. HDRC Surrey will develop a sustainable research culture, build research capacity and capability, and increase our local evidence-base on wider determinants of health.

Line management responsibility if applicable	N/A
Budget responsibility if applicable	None direct.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • 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. Service Delivery • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. Planning & Organising • 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 their manager to support and enhance service delivery. Finance/Resource Management • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Work with others • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. People Management • 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. And/Or • Operate as an individual responsible for the delivery of a high level/complex service. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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. To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• 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. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	Degree or equivalent relevant experience, reflecting strong research skills/social research methods, ideally in a discipline relevant to health or public health. • Knowledge and experience of both qualitative and quantitative research methods. • Experience of analytic software such as NVivo/SPPS 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 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 are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and 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 in 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.
Reference Number	BM-2026-196