

Evidence Based Practice Unit

A partnership of



Anna Freud



Anna Freud

Job Profile

Job title	Research Officer
Reporting to	Senior Research Fellow - EBPU
Employer	Anna Freud
Salary	£33,280 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, either at our London site (4-8 Rodney Street, London N1 9JH) or our Northern Hub (Huckletree, The Express Building, 9 Great Ancoats Street, Manchester M4 5AD).
Working hours	Part time: between 21 and 28 hours per week. Usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
Holidays	27 days plus Bank Holidays FTE (pro-rata based on contracted hours)
Term of contract	6 months, fixed-term

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The post-holder will support various projects across the Evidence Based Practice Unit (EBPU). EBPU is a partnership between Anna Freud and University College London (UCL). EBPU sits within the Applied Research and Evaluation division at Anna Freud. We conduct research, develop tools, provide training, evaluate interventions and disseminate evidence across four themes: risk, resilience, change and choice.

The post-holder will work across different research and evaluation projects, generally focussing on children and young people with multiple needs. These projects include:

- A mixed-methods evaluation of a school-based programme which aims to reduce school exclusions and ensure pupils have healthy relationship behaviours and attitudes, supporting the whole school community to become more inclusive, nurturing and safe;
- Research on drivers of mental health and wellbeing using large datasets;
- Other mixed methods projects within a child mental health and wellbeing context, including schools.

The post-holder will be expected to contribute to and drive forward quantitative and qualitative data collection and analysis, literature reviewing, dissemination of findings and day-to-day project management. The post-holder will report to and be supervised by Dr Polly Casey.

Main responsibilities of the role

- Quantitative data collection, both online and in-person (which may require travel);
- Conducting interviews with school staff, delivery partners and children and young people;
- Quantitative and qualitative data analysis;
- Liaising with research sites, participants, delivery partners, and funders as appropriate;
- Ensuring project documents are complete, current, and appropriately stored;
- Building and managing project databases/survey platforms;
- Dissemination of findings through reports, peer reviewed papers, oral presentations, and lay summaries;
- Leading components of the write-up of larger reports and publications;
- Monitoring and escalating risks and safeguarding issues, inline with our research safeguarding policy;
- Working with experts by experience throughout a project;
- Working in collaboration with other team members to ensure all tasks are completed on time;

- Coordinating project meetings, including booking meeting rooms and production and circulation of required documents before and after meetings;
- Attending internal and external meetings as necessary.

All employee responsibilities:

- Maintaining an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Completing all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
Qualification/training, experience and/or knowledge	
Educated to degree level in the field of health or social sciences, <u>or</u> significant experience working as a Research Assistant	Application
Experience of conducting research, including design, ethics approval, data collection and analysis	Application/interview
Experience of independently using statistical packages (such as R, Stata or SPSS) to clean, manage, analyse data, and to produce outputs	Application/interview
Experience of conducting interviews with participants; experience of interviewing children and young people is desirable but not essential	Application/interview
Experience of conducting qualitative analysis using packages such as NVivo or similar	Application/interview
Skills and/or abilities	
Planning, coordination, and ability to work across multiple projects	Application/interview
Ability to develop and maintain relationships with participants, schools and services	Application/interview
Excellent communication skills (written and spoken) for both academic and non-academic audience	Application/interview
Other requirements	
Flexible to meet study participants outside usual working hours when required	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not

be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.