



# Job Profile

<b>Job title</b>	Research Officer
<b>Reporting to</b>	Informatics Lead - Child Outcomes Research Consortium
<b>Employer</b>	Anna Freud
<b>Salary</b>	£33,280 FTE per annum, plus 6% contributory pension scheme
<b>Location</b>	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).
<b>Working hours</b>	Full-time (35 hours per week) or part-time option considered (minimum 21 hours per week). Usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
<b>Holidays</b>	27 days plus Bank Holidays FTE (pro-rata based on contracted hours)
<b>Term of contract</b>	Permanent

## 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 Research Officer will primarily contribute to work and projects of the Child Outcomes Research Consortium (CORC) within the Applied Research and Evaluation Division. CORC brings together organisations and individuals committed to using and improving evidence to improve children and young people's mental health and wellbeing. CORC is supported by a collaborative team (currently 13 staff) including researchers and analysts, informatics expertise, service development officers and communications and membership support staff.

The Research Officer will be responsible for a range of work involving both quantitative and qualitative data collection and analysis. They will analyse and report on quantitative data to evaluate service impact for CORC members and CORC projects. This will involve the use of the software programme R, and working with the team to produce detailed reports for child mental health providers and schools, for example, comparing their outcomes to those of other services. The Research Officer will support the team as required in designing research studies, planning analysis, and providing advice to CORC member services, including reviewing the strengths and weaknesses of different outcome measures. They will contribute to the delivery of CORC's research strategy, including carrying out secondary analysis of datasets held by CORC.

In addition, the Research Officer will work on other commissioned projects and research funded by grants, which may include complementary projects led from other parts of Anna Freud.

The role will provide the post-holder with development opportunities in all stages of research projects as well as development of data programming/coding and analysis skills with a focus on R. Other training and personal development needs will be determined in collaboration with the post-holder.

## **Main responsibilities of the role**

- Use the R programming language to undertake data validation, cleaning, processing and reporting tasks for projects, and maintain and develop these processes in the longer term;
- Analyse quantitative and qualitative data to understand the impact of interventions and support in relation to children and young people's mental health and wellbeing;
- Conduct interviews with project participants, including children and young people, parents/carers, practitioners and service staff;
- Write reports to describe and explain the results of analysis and research;
- Check datasets and project outputs for errors and maintain and strengthen processes to minimise errors;
- Independently plan and manage parts of projects with support from the line manager and team, including ethics applications, participant recruitment, data collection, data analysis and report writing;
- Build and maintain relationships with project participants and partner organisations e.g. research sites, delivery partners, funders;

- Create and develop templates for organisations to collect and submit data;
- Design and administer surveys within different systems;
- Support people within and outside the organisation with data collection, data management, data protection and analysis;
- Update information about outcome measures, including their scoring and interpretation;
- Contribute to training courses in relation to data analysis and data management.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete 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/Task)
<b>Qualification/training, experience and/or knowledge</b>	
Training in the R programming language or workplace experience of using R to clean, analyse and report on data	Application
Experience of conducting research, including design, ethics approval, data collection and analysis	Application
Experience of conducting interviews with research participants	Application/Interview
Experience in leading part of a project independently, e.g. data collection, analysis or report writing	Application/Interview
<b>Skills and/or abilities</b>	
Data validation, cleaning, analysis, visualisation and reporting using the R programming language	Task/Interview
Report writing, including checking, summarising and interpreting results	Task/Interview
Planning and coordination of tasks across multiple projects simultaneously	Application
Building and maintaining relationships with project participants and partner organisations	Application
<b>Other requirements</b>	
Flexibility to meet study participants outside usual working hours when required	Application

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](mailto: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.