

## RECRUITMENT PACK

**This document includes the following information:**

- Job Description
  - Person Specification
  - Additional information
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### **Making an application:**

**Please complete the short on-line application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
  - b. A curriculum vitae - giving full details of your qualifications and experience to date.
- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
  - **We recommend that you take a copy of this recruitment pack to help with your preparation.**

### **Our commitment to Equality, Diversity and Inclusion**

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

**Closing Date: 11 December 2024**

**Interviews are planned for: 14 January 2025**

### **JOB DESCRIPTION – Job ref REQ089002**

<b>Job Title:</b>	Participatory Action Research Lead (KTP Associate)
<b>Contract:</b>	Full-time. Fixed term for 24 months. The position is fixed term due to being part of a government funded innovation programme, however there may be potential to continue in employment with the company partner following the completion of the KTP.
<b>Hours:</b>	37.5 hours per week.  Please note that part-time hours will not be considered due to the specifications as set out by the funding body Innovate UK Business Connect.
<b>Salary:</b>	£41,600 per annum
<b>Department/School/Section:</b>	School of Health and Social Care
<b>Responsible to:</b>	Head of School
<b>Responsible to on a day to day basis:</b>	Dawn Wood (Minstead Trust) Dr Anna Pettican (University of Essex)
<b>Location:</b>	This post will be based at:  Minstead Trust Minstead Lodge Seamans Lane Minstead Hampshire SO43 7FT  Hybrid working available, but 2-3 days on site at one of Minstead Trust sites in Hampshire is expected. The post may involve some weekend and evening work.

#### **Purpose of the Job:**

The University of Essex is excited to have formed a Knowledge Transfer Partnership (KTP) with the Minstead Trust. The Minstead Trust is a charity based in Hampshire, which works in collaboration with people with learning disabilities and their family carers, to enable them to achieve greater independence and live happier and healthier lives. One of their main areas of work is accommodation support. As they transition into adult accommodation support services, adults with a learning disability, their family carers, and Minstead Trust accommodation support staff form a tripartite relationship through which support is planned and delivered within the Minstead Trust. However, to date practices in support provision have differed, leading to miscommunications, relationship difficulties, and some areas of inconsistency and discontinuity in provided support and living circumstances. There are also often difficulties experienced during the transition from child to adult learning disability services. These are sector wide issues, which ultimately impact service users' participation in the various activities and occupations that provide meaning, purpose, and routine within their everyday lives.

The KTP will last for 24 months and utilise a participatory action research (PAR) approach to engage relevant stakeholders who comprise and surround the tripartite relationship described above. Together they will co-produce, implement, and evaluate distinct new ways of working. These new ways of working will revolutionise engagement between adults with learning disabilities, their family carers, and Minstead Trust staff, and lead to improved experiences for all stakeholders.

As a KTP, the KTP Associate role constitutes more than just the completion of a research project, as the focus of the role is to facilitate knowledge transfer between the University and the Minstead Trust. A key objective is that the KTP also embeds the capability of co-production within the Minstead Trust

through staff engagement and support. Co-production involves partnership working towards a mutually defined aim, where everyone connected with an issue plays an active part, and existing skills, experience and knowledge are valued and utilised (Pettican et al, 2022).

In summary, the KTP has six distinct stages. Throughout all stages the KTP Associate will be supervised and supported by the academic team and relevant Minstead Trust staff. The stages will inter-relate and somewhat overlap:

1. **Establishing a co-produced approach** - The KTP Associate will familiarise themselves with the work of the Minstead Trust and assemble a project steering group comprised of relevant stakeholders. They will work together to shape and oversee the ongoing KTP to ensure it remains relevant to the lives of those it seeks to impact. They will also complete a scoping exercise and literature review, and contribute to gaining research ethics approval.
2. **Participatory mapping** - Through planning with the project steering group, the KTP Associate will engage with relevant stakeholder groups (both internal to the Minstead Trust and more widely across the sector) to undertake participatory data collection to understand their various perspectives on the issue above. This will include identified areas of existing good practices. They also begin to plan and undertake defined activities to support Minstead Trust in better understanding co-production and how they might utilise it as an approach to service improvement.
3. **Co-producing the new ways of working** – Data from stage two will be analysed and used in an iterative fashion, to develop relevant new ways of working with the stakeholder groups. This stage will also include the co-production and enactment of an internal implementation plan and related learnings.
4. **External implementation (developing a community of practice)** - The KTP Associate will lead on presenting the new ways of working to relevant external stakeholders (for example, family carer organisations, other social care providers, and local authority commissioners). This will include the development of relevant case studies. They will also continue to undertake defined activities to support Minstead Trust staff in better understanding co-production and how they might utilise it as an approach to service improvement.
5. **Reporting and final documentation preparation** – The KTP Associate will lead on developing future case studies and documentation relevant to the work that has been completed. This will include preparing relevant manuscripts for publication.
6. **Consolidation and evaluation** – The KTP Associate, in collaboration with relevant colleagues, will develop and finalise relevant communication and marketing materials relevant to the new ways of working, including case studies and materials for teaching and dissemination purposes. They will also formulate a final project report.

The post is fixed term for 24 months and is based at Minstead Trust's offices in Hampshire. Hybrid working applications will be considered, but an average of 2-3 days a week will need to be spent at one of the Minstead Trust sites in Hampshire to fulfil the needs of the project and the advertised role. There may be occasional weekend/evening working required, depending on the availability of family carers for data collection activities.

The project forms part of a national programme of participatory research that is being undertaken by the Occupational Therapy Division at the University of Essex, in collaboration with various marginalised and seldom heard groups, and in advancement of social and occupational justice.

#### **DUTIES OF THE POST**

The duties of the post will include:

- Using a Participatory Action Research (PAR) approach to establish a culture of co-production within the Minstead Trust.
- Identifying and reviewing a relevant body of literature, to inform both the PAR processes and the resulting toolkit.
- Supporting with obtaining research ethics approval.
- Actively involving various stakeholders (adults with learning disabilities, their family carers, and Minstead Trust staff) and other organisations in processes of research planning, data collection, analysis, and dissemination, using creative and accessible participatory research methods.
- Acting as a source of on-site information and advice in relation to the project and co-production.
- Translating research insights into commercial tools/a toolkit.

- Translating research findings into accessible forms for wider dissemination and implementation.
- Writing research articles for peer-reviewed journals and giving presentations at national and international conferences and seminars to disseminate research findings.
- Contributing to the overall activities of the research team and division as required, which may include contributing to teaching sessions.

**These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.**

Interviews will be held on Tuesday 14<sup>th</sup> January 2025 and for all UK-based applicants these will take place in-person at a Minstead Trust site in Hampshire, to provide applicants with the opportunity to meet with Minstead Trust service users and their family carers as part of the selection process.

*Further reading:* Pettican, A., Goodman, B., Bryant, W., Beresford, P., Freeman, P., Gladwell, V., Kilbride, C. and Speed, E., (2022). [Doing together: reflections on facilitating the co-production of participatory action research with marginalised populations.](#) *Qualitative Research in Sport, Exercise and Health*. 15 (2), 202-219.

## **BENEFITS**

As a KTP Associate, the post will offer the following benefits:

- A personal development budget of £4000 (exclusive of salary).
- Management training and mentoring by an Innovate UK KTP Adviser.
- An interesting and challenging role, with exposure to a variety of stakeholders.
- Full access to university resources to complete the project.
- World-leading Academic and Company project supervision, with project support by a dedicated, sector leading KTP Office.



**PERSON SPECIFICATION**

<b>JOB TITLE: Participatory Action Research Lead (KTP Associate)</b>	<b>REQ089002</b>
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**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ PhD degree (or very close to completion) in health and social care, or a closely related subject (for example, Occupational Therapy, Disability Studies, Social Work or Health Sciences)	X	
▪ A publication record relative to career stage		X
▪ Experience of using software to organise literature/research findings and analysis (for example, Rayyan, NVivo)		X

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Experience of working with, or a strong understanding of, adults with learning disabilities/neuro-divergent people and their family carer.	X	
▪ Experience in writing peer-reviewed research articles		X
▪ Experience in participatory research methods and/or co-production		X
▪ Knowledge of and/or experience in the third sector ideally with a passion for working with people with learning disabilities/neuro-divergent people and their family carers	X	
▪ Experience of advancing processes of research planning, data collection, analysis, and dissemination, using creative and accessible participatory research methods	X	
▪ Experience in planning and facilitating workshops and education sessions		X
▪ Experience of working as part of a multidisciplinary team, and collaborating with wider sector stakeholders and academics		X

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to thoughtfully manage relationships and boundaries with stakeholders who may have varying needs, to sustain involvement as accessible, focused and purposeful	X	
▪ Ability to work as part of a multidisciplinary team, and collaborate with clinical researchers and basic scientists	X	
▪ Proven ability and commitment to carry out high quality original research	X	
▪ Ability to work both independently and collaboratively	X	
▪ Excellent time management and working to deadlines	X	
▪ Ability to present complex information effectively to a range of audiences	X	
▪ Demonstrate excellent interpersonal, oral and written communication skills	X	
▪ Ability to develop new techniques and projects	X	
▪ The highest ethical and professional standards in research and education	X	



▪ Highly self-motivated and hard working	X	
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**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Commitment to continuous professional development	X	
▪ An understanding of, and commitment to, equality and diversity	X	
▪ Can meet the requirements of UK 'right to work' legislation *	X	

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

## WORKING AT THE UNIVERSITY OF ESSEX

### The University of Essex is proud to be:

A leading academic institution with an international reputation for the quality of its research and teaching and an international community that is committed to equality and diversity.

### Knowledge Transfer Partnerships (KTP)

A Knowledge Transfer Partnership (KTP) is a three-way project between a company, a university and a graduate (known as an Associate), which enables the transfer of knowledge, technology and skills to which the company currently has no access. Supported by the university, KTP Associates manage strategic projects within the company.

A KTP can help graduates to enhance their career prospects by providing them with an opportunity to manage a challenging project, which allows them to use their degree, and is central to an organisation's strategic development and long term growth.

Whilst the Associate leads the KTP project, they are supported by experienced staff from the company and university. They are also assigned a KTP Adviser, who supports them in maintaining good working relationships within the partnership and in planning their professional development in broad terms.

For more information, visit the [Innovate UK website](#).

### About the company

At Minstead Trust we nurture the unique potential of people with learning disabilities. We support them to achieve greater independence and live happier and healthier lives. This can be through support to live in their own homes, learning new skills at day opportunities or receiving work training to move towards employment.

[www.minsteadtrust.org.uk](http://www.minsteadtrust.org.uk)

### About the School of Health and Social Care

Organised health and social care is one of the greatest achievements of the 20th century, made possible by the vision and dedication of the professionals who staff it.

We prepare you to join that inspirational workforce as a caring, compassionate and competent professional who shares our commitment to improving lives. We offer courses across [undergraduate](#), [Masters](#) and [research degree](#) level, as well as [Continuing Professional Development](#) for those enhancing their skills, and [apprenticeships](#) for those who wish to work and learn at the same time.

We are at the forefront of preparing people to solve real-life issues in health and society, offering courses that both commissioners and employers believe in. People are at the heart of all we do. We work in partnership with people from all walks of life, who offer us their expertise and experience, making us a team of people who truly understand what is needed from health and social care professionals – now and in the future.

### General Information

Informal enquiries may be made to the project Academic Supervisor, Dr Anna Pettican (email: [anna.pettican@essex.ac.uk](mailto:anna.pettican@essex.ac.uk)) or Robert Schatten, KTP Manager (email: [robert.schatten@essex.ac.uk](mailto:robert.schatten@essex.ac.uk)). However, applications must be made online.

KTP is funded by a UK Government grant and this appointment carries no expectation of extension beyond the end of the fixed-term contract.

In principle, previous KTP Associates are not eligible to apply. There are some circumstances where a previous Associate can apply for a new KTP. Please check with your previous KTP Adviser for information.

Please note that the role holder will be based at Minstead Trust in Hampshire but may be expected to travel to the University of Essex Colchester Campus from time to time.

### **Benefits**

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **Staff communities, networks and forums**

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

### **This document is produced by**

**Resourcing Team  
People & Culture  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 876559  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**

**November 2024**