

Research and Knowledge Management Officer

Department	Computer and Information Sciences (www.strath.ac.uk/science/computerinformationsciences/)		
Faculty	Faculty of Science (www.strath.ac.uk/science/)		
Staff Category	Knowledge Exchange	Reference No	447185
Reports To	Research and Skills Manager	Grade:	6
Salary Range:	£28756 - £32344	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Thursday, 26 May 2022

Job Advert

The University of Strathclyde has a unique, full-time, open-ended opportunity available within the Digital Health and Care Innovation Centre (DHI), www.dhi-scotland.com.

The Digital Health and Care Innovation Centre (DHI) is Scotland's national Innovation Centre for digital health and care. DHI is a partnership between the University of Strathclyde and the Glasgow School of Art, working in collaboration with NHS Scotland to address significant challenges in health and care provision with specific focus on the development, adoption and implementation of improved, digitally-enabled health and care services.

The DHI are looking to appoint a full-time Research and Knowledge Management Officer (RKMO) at grade 6, with the ability to work as part of a fast-paced and dynamic, interdisciplinary, cross-professional and collaborative environment. The RKMO will work as part of the DHI's Research and Knowledge Management team (RKM), and where required, the wider DHI team, under the supervision of the team lead, Research and Skills Manager.

The RKM team provide an "in-house" research and knowledge management service, geared to informing and supporting the delivery of the government mandated programme of innovation and development by the DHI and its partners. RKM's research is focused and demand-driven and the outputs include policy reviews, current state mappings, summary documents, fact sheets, market research reports, consultation studies, surveys and more extensive research reports. We also administer the digital health and care related Master's funding for Scotland, and arrange tailor-made workshops and knowledge exchange events.

In this role, you will assist in the delivery of research and knowledge management activities as part of the RKM team. You will assist the team in initial research through conducting literature reviews, gathering information and collating findings, writing up the results of your research and knowledge exchange activities, and contributing to the production of relevant reports and publications. Under the guidance of your senior colleagues, you will participate in research design and data analysis stages of research, as well as liaise directly with external partners to provide support with the terms of the programme. You will also input to administrative activities and assist where required with any other activities as may be reasonably required.

To be considered for the role, you will be educated to a minimum of Degree level in a Social Science, Health or Information Sciences related subject; have a track record of research experience with a proven ability to synthesize and interpret complex information. You have a sufficient understanding of the Scottish health and social care landscape. You are intellectually curious and driven to learn and improve your skills, and have excellent organisational skills and attention to detail. You can work both in collaboration with the team but also independently, managing your own workload with general supervision. You will have excellent interpersonal and communication skills, and the ability to present complex information in an accessible way to a range of audiences. The working environment requires you to flexibly adapt to changing situations and requirements, manage multiple competing demands and modify your work approach to best fit the situation.

Job Description

Brief Outline of Job:

To assist in the delivery of knowledge exchange activities as part of a team, working within an established knowledge exchange /research programme/s under the general supervision of senior colleagues; to input as a team member to administrative activities; to assist where required with relevant research and teaching activities.

Main Activities/Responsibilities:

1.	Contributing to an in-house research and knowledge management service within the Digital Health and Care Innovation Centre as required. Under the supervision by senior team members, you will, for example, conduct literature reviews and information searches, horizon scanning exercises, carry out interviews or surveys. This includes collating, documenting and analysing your findings and producing coherent, well-written outputs as required.
2.	Contributing to developing research tools (questionnaires, surveys, interview schedules, etc.) and carrying out data gathering, curating and analysis as required, under the supervision of senior team members.
3.	Assisting in the curation and management of DHI's multifaceted knowledge resources and data sets under the supervision of senior team members.
4.	Producing communications for a range of purposes and diverse audiences as required, writing up results of own knowledge exchange/research activities and contributing to the production of relevant reports and publications.
5.	Editing and proof-reading outputs aimed at different audiences as required (DHI research, news, articles, reports, website information, etc.).
6.	Liaising directly with external partners, under appropriate supervision, to provide support consistent with the terms of the research or KE project in question.
7.	Communicating research findings of own knowledge exchange and research activities both orally and in writing to diverse audiences, including on social media where appropriate.
8.	Contributing to the planning, preparation and execution of tailor-made knowledge exchange events as may be required; engaging directly in these sessions; transcribing and taking notes during sessions; writing up and assisting in analysing the results from the workshops and helping to write final reports and other deliverables resulting from the sessions.
9.	Assist in administering DHI's Academic Grants programme.
10.	Manage and prioritise own workload within agreed objectives to ensure that all activities are completed to deadlines.
11.	Input as a team member to DHI's and team's administrative activities.
12.	Contribute to any other tasks within the office as may be appropriately required.
13.	Engage in continuous professional development.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Good honours degree in appropriate discipline.

D1 Postgraduate with proven skills in research (qualitative and quantitative), data curation and publication with a specialisation in health, social care or informatics related studies.

Experience

E2 Experience from doing research: gathering, organising and analysing large quantities of unstructured and structured data.

E3 Track record of producing high quality documents for a range of purposes and audiences, ensuring quality in content and appearance.

E4 Experience of working with and understanding complex systems.

E5 Experience of data curation.

D2 Experience from working in interdisciplinary and/or multi-professional and collaborative working environments. Experience from the Health and Social Care sector.

Job Related Skills and Achievements

E6 Knowledge of appropriate knowledge exchange and social sciences research methods.

E7 Demonstrated ability to produce, edit and proof-read texts.

E8 Ability to plan and organise own workload effectively with general supervision from senior colleagues.

E9 Ability to work constructively within a team environment.

E10 Excellent IT-skills (word-processing, internet research skills, ability to pick up new programmes quickly).

Personal Attributes

E11 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

E12 Ability to work constructively within a team environment and also independently as required.

E13 Curiosity and creativity, interest in and ability to continuously learn and update own abilities.

E14 Flexible, proactive and organised approach to work; impeccable attention to detail.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Sanna Rimpiläinen, Research and Skills Manager, Digital Health and Care Institute (email: sanna.rimpilainen@dhi-scotland.com).

Conditions of Employment

Conditions of employment relating to the Knowledge Exchange staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on Tuesday, 7 June 2022.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Knowledge Exchange Staff



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Knowledge Exchange Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that Knowledge Exchange staff carry out their duties in a variety of ways appropriate to the nature of their role, but expects work to generally be performed during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at <http://www.strath.ac.uk/hr>.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months notice in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2022