

Quantitative Research Associate

Job Description

Salary range: £23,582 – £32,157 per annum + benefits

Job type: Full-time

Reporting to: Senior Research Associate

Department: Survey Coordination Centre in the Research Division

Location: Oxford

About Picker Institute Europe

Picker is an Oxford-based charity with an international reputation as a key authority in the measurement and improvement of patient experience. Our mission is to make person-centred health and social care a reality for everyone.

Researching and measuring the experiences of patients, service users, and staff are key areas of our work. We develop and run surveys for a wide range of public and private healthcare organisations, as well as national bodies, voluntary sector organisations and international healthcare providers. Furthermore, we conduct original research using qualitative and quantitative social research methods to investigate issues related to people's experiences of care and organisations' efforts to improve services.

We wish to appoint a Research Associate for our Survey Coordination Centre in the Research Division.

The Research Division

The Research Division is responsible for Picker's research planning and delivery, as well as major survey coordination projects.

The vacancy is situated within the Survey Coordination Centre, which is responsible for managing the design, management and analysis of surveys within the NHS's national staff and patient survey programmes. The programmes are conducted on behalf of NHS England and the Care Quality Commission respectively, and include a range of large scale and high profile surveys that are typically coordinated centrally but administrated locally by NHS organisations. These surveys are amongst the largest of their kind in the world.

Purpose of the role

The successful candidate will report to a Senior Research Associate and will work on the development and coordination of new and existing surveys as part of our Survey Coordination Centre

in the Research Division. The post holder also disseminates results to various audiences, including clients, stakeholders, collaborators, and members of the public.

Duties and responsibilities

Responsibilities for research and development

- Plan, manage and deliver a range of projects using a variety of survey methodologies, liaising with clients as required, to ensure a full understanding of research requirements and that all commissioned projects are completed accurately and to agreed specification, standards and timescales.
- Assist in designing questionnaires and survey instruments and test as appropriate, including cognitive testing, to ensure that all new products meet and deliver needs of the client and target group.
- Assist in designing sampling strategies for surveys, advising on and making recommendations about survey modes and testing methodological changes and innovations.
- Carry out desk research, including literature reviews and scoping studies based on academic publications and grey literature
- Provide professional advice to colleagues, clients and partners, referring to the Senior Research Associate (in the first instance) as necessary, to enable the organisation to successfully complete projects to the highest standards.

Responsibilities for information resources

- Design surveys, tools, and methodologies, collating, managing and checking very large data sets, resolving data queries, responding to enquiries, and monitoring progress, to ensure that data collated are accurate and of the highest standard.
- Day to day project management of large scale national quantitative surveys.
- Produce written and numeric outputs (including but not limited to research reports, blogs, infographics, and trade press articles), including undertaking basic secondary analysis of survey and other data, and present evidence and findings about complex and sometimes contentious subjects to a wide range of audiences, ensuring an understanding of the subject and issues arising and enabling informed decision making.
- Ensure data and information are collated, stored and analysed in compliance with all company policies, internal working practices and external regulatory requirements.
- Ensure all surveys and other documentation are published in accordance with company working practices, internal working practices and external regulatory requirements.

Responsibilities for policy and service development implementation

- Build and maintain relationships with new and existing clients, external stakeholders, partners and collaborators, to ensure the organisation understands its clients' current and future needs and clients remain up to date with the products and services available.
- Assist in preparing proposals, tenders and quotations, coordinating input from colleagues as required, ensuring that all documents are accurate and produced to agreed standards and timescales.

- Prepare and deliver results from commissioned projects to various audiences ensuring an understanding of the subject and issues arising and enabling informed decision making.
- Work collaboratively with other teams, creating strong links between other programmes and projects, to promote the use of services, products and survey findings that improve the quality of healthcare.

Flexibility

- Contributing to the work of Picker as a whole by:
 - Fully engaging and participating in the achievement of Picker’s aims and objectives
 - Advocating new approaches, processes and methods to enhance Picker’s performance
 - Promoting the sharing of knowledge and communications across teams within Picker; working closely with other teams to deliver projects and promote the work of the Directorate.

General Duties

- Ensuring compliance with ethical and data protection standards
- Other reasonable duties, as requested by line manager

Person Specification

Experience, knowledge and understanding	
Quantitative research experience with skills in questionnaire design, research methods, and data handling, analysis and reporting	E
Familiarity with and understanding of the core principles of quantitative research (i.e. understanding of the key considerations when selecting and developing a methodological approach to a question)	E
Knowledge and understanding of the variety of survey methodologies available to collect data	E
Experience of writing proposals, tenders and quotations	D
Experience of developing new relationships and business opportunities	D
Experience of giving presentations and facilitating workshops	D
Experience of developing and maintaining relationships with clients, external stakeholders, collaborators or partners	D
An interest in healthcare quality and person-centred care	D
Significant working knowledge of current data protection regulations, ISO27001 , ethical requirements around research, and the provisions of the Health and Social Care Act relating to patient confidentiality and research (e.g. section 251)	D
Skills / Abilities	

Competent user of at least one statistical software package (preferably SPSS but also including Stata, R, or SAS)	E
Excellent project management skills with a track record in undertaking and managing survey research projects in a commercial or academic environment from preparing the proposal through to completing on time, on budget and to total client satisfaction	E
Ability to build and maintain a network of relationships throughout the organisation, including with directorate colleagues, and with external partners and stakeholders	E
Ability to present data and information to a wide range of audiences through formal and informal presentations, both written and oral	D
Excellent writing skills and a demonstrable ability to write to a high standard for a range of different audiences and to edit the work of others, including identifying novel/ innovative ways to present research or survey evidence to different audiences	E
A high degree of self-motivation and resourcefulness combined with a willingness to adopt a 'hands-on' role	E
Ability to ensure own compliance with company policies, internal working practices and external regulatory requirements, seeking advice where necessary	E
A methodical approach to work and strong attention to detail	E
Ability to manage multiple demands, adjust priorities and negotiate timescales as necessary	E
Ability to collate, analyse and interpret large volumes of qualitative and quantitative data, draft reports, draw appropriate conclusions and make recommendations	E
Ability to analyse highly complex numerical and written data, assess options, draw appropriate conclusions and make recommendations	E
Analyses survey findings and produces presentation materials for client audiences	D
Ability to apply innovative thinking to identify how new survey methodologies could be beneficial to the organisation and its clients	E
Strongly numerate and confident in using, understanding, and reporting the results of statistical analysis	E
High level of competency in Microsoft Word, Excel, PowerPoint and Outlook	E
Ability to manage databases in Microsoft Access	D
Ability to work collaboratively corporately and departmentally, and where necessary with external suppliers and contacts	E
Ability to work to deadlines and tight timescales	E
Ability to manage workload with frequent interruptions, multiple demands on time and requests from stakeholders	E
Ability to work independently under managerial direction, seeking advice on policy or resource issues as required, and gain required approval at predetermined stages of projects	E

Empathy with Picker and its aims	E
Qualifications	
Educated to degree level or equivalent in a relevant discipline	E

E = essential D = desirable

This job description is not contractual and is liable to change over time.