

# Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

<b>Job title</b>	Research Analyst	<b>Location</b>	Chesterfield office, London office or homeworking, with some travel within the UK
<b>Contract type</b>	Full-time	<b>Contract length</b>	Permanent
<b>Date</b>	June 2022		

## Context

We are Versus Arthritis. Alongside volunteers, healthcare professionals, decision makers and researchers, we do everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support people with arthritis whenever they need it. We're making real progress. But there's still a long way to go and we won't stop until no-one has to tolerate the pain, fatigue and isolation of arthritis.

At Versus Arthritis, we are on an ambitious journey to push back against arthritis. To enable us to achieve this vision the Research Directorate develops and supports the charity's £112m investment in cutting-edge research which will deliver greater impact for people living with arthritis. We have launched our vision for our 'Discover (research)' Strategy for the next four years (2022 –2026). This is one of the three organisational policies alongside 'Deliver' and 'Demand'. Increasing effort will be put into translating this investment into direct impact for people with MSK conditions so they benefit through greater translation and implementation of MSK research and making sure that the research we have funded attracts and leverages further funding from other partners. We catalyse growth in investment through a blend of influencing the spending of other organisations, directly investing in research and increasingly working in partnership with other stakeholders in the academic, medical charity sector, government, pharma industry, policy and beyond.

The team consists of experts in research strategy development, research delivery, research impact, research policy and translation. Together, and under the Director's guidance, we lead on implementing the Versus Arthritis Discover Strategy. We commission research funding to ensure the charity delivers the research needed to achieve our ambitions and analyse the benefit that research brings. The team also oversees the MSK health intelligence function to lead programmes of work and manage projects to better understand the UK population with MSK conditions. By doing so we can better inform the direction of Versus Arthritis' ambitions, research, strategy, policy and services work to address growing health inequalities.

## Main purpose of the role

You will play a significant part in the evolution of our research strategy, and by extension our organisational strategy, providing information and insight to support effective decision-making. You will be part of a dedicated team that takes a creative and proactive approach to seeking out, and telling the story of our research, through data and insight.

You will support the evaluation of the success of our research investments and, more broadly, our new research strategy. You will collate, analyse and extract insight from the outputs, outcomes and impacts of our funded research for our key internal and external stakeholders. This will increase our credibility and reach into the research community, partner organisations as well as our donors and supporters.

The Research Analyst will be a core part of a dedicated Research Impact team, which sits alongside the Health Intelligence team within the broader Research Directorate. Together the teams will work collaboratively towards demonstrating how the charity is making a difference and learning from our funded activities to make sure we're operating in the most appropriate and effective ways possible. Our work centres around the people we are here to serve – those with arthritis, as well as our funded researchers, health care professionals, policy makers and other stakeholders working to find solutions for arthritis and other MSK conditions. Impact relates to the effects of our charity's research work involving these groups, while evaluation involves assessing and reviewing the charity's research activities, programmes and projects to promote a culture of learning and reflective practice. The Research Analyst will play a crucial role in ensuring this, leading on key projects that provide evidence for colleagues and stakeholders to deliver the best possible impact for people with arthritis.

You will lead specialist tasks and projects that involve evaluation of research investment, by analysing and scrutinising research activity, outcomes and impact reported by our award holders and stakeholders or obtained through diverse data sources. You will enable Versus Arthritis to clearly demonstrate the impact of its research activity to both internal and external audiences and to provide an evidence base to support new initiatives. This may include:

- Turning data and information into business-critical insights and converting them into case studies for both specialist and lay audience to bring our research to life.
- Generating succinct evaluative performance reports.
- Responding to requests for information and insight about our research portfolio from across the organisation in a timely and pro-active manner.
- Identifying the needs and priorities of people with arthritis as distilled from our research outputs/data and complemented by insights from the Health Intelligence team to help focus our research activities.
- Overseeing discreet projects to comprehensively assess the outputs, outcomes and impacts of our strategic funding portfolio as needed, e.g. Centres portfolio, Fellowship portfolio.
- Building our understanding of the target groups we are trying to reach via our impact stories and strategies to grow this audience aligned to the organisational vision.

- Keeping abreast of the latest developments in the impact monitoring and evaluation sector, including new methodologies, digital tools etc.

Impact assessment experience will be fundamental to allow you to hit the ground running. You will have some experience in monitoring and evaluation and be comfortable with supporting broader impact management within a charity, academic, health or public-sector setting.

You will need to work across a range of methodologies, have a good grasp of the range of audiences that are important to us and be able to inspire confidence in colleagues so that you are a first point of contact for impact analyses and methodological expertise. You will be able to identify opportunities for efficiencies across our research impact and evaluation activities and make recommendations on how we might evolve our model to keep the function relevant and fit for purpose both now and into the future.

You will be a team player, comfortable taking on different projects, as required, often liaising with a diverse set of stakeholders and working under a matrix management structure to support key projects around our approach to research.

## Management and key relationships

### Roles managed

None

### Reports to

Research Impact Manager

### Key Relationships

- Research Directorate
  - Research Programme Managers
  - Research Management team
  - Health Intelligence team
- Awards and Operations team
  - Award Operation Administrators
- Income and Engagement teams
  - Stories and Info Officer (Discover)
  - Communications Manager
  - Strategic Partnerships team
- People with lived experience
- Versus Arthritis Award holders
- Wider research community and external stakeholders

## Main Responsibilities and Duties

1	Assist the Research Impact team to develop, manage and understand the charity's research portfolio and its outputs, while supporting the development of the charity's approach to research monitoring and evaluation.
2	Support the team in building clear processes to gather engaging research impact content (e.g. case studies, performance reports, briefings) from all available data sources (e.g. Researchfish) to demonstrate impact of our funded research, both internally and externally.
3	Actively engage with Research Programme Manager to understand their requirements, promote the value of impact assessment and evaluation and support them in co-developing solutions. Where necessary, support Research colleagues in setting up evaluation and monitoring systems, including integrating consistent KPIs across the Directorate.
4	Support the wider team to ensure the appropriate collection, storage and use of monitoring, impact assessment and evaluation information, ensuring it is compliant with data protection requirements.
5	Work in partnership with Research and Fundraising colleagues to support the preparation of funding bids, input impact data from previously funded work, advise on post-award evaluation approaches and assist with internal as well as external partners' monitoring requirements.
6	Work with the Research team and Research Award holders to ensure the reporting of research outputs is of the highest quality and that research outputs are captured in a format that allows us to show how we are delivering against our strategic objectives to a variety of different audiences.
7	Support in-house monitoring and evaluation across the Research Directorate, managing impact assessment and evaluation projects to ensure they are planned, undertaken and followed up effectively.
8	Work in partnership with colleagues across the charity to disseminate evaluation findings, communicate insights and share knowledge.
9	Work to individual performance objectives and seek the most effective and efficient ways to complete tasks and requests.

## Criminal Record Check

### Requirement

This role DOES NOT require a Criminal Record check



## Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	A degree or equivalent level of experience in scientific, medical or research related domains via the charity, commercial, health, higher education or publishing sectors,	Application
2	Understanding of evaluation and impact assessment trends, tools and latest thinking, ideally within research, the health sector or third sector.	Application/ Interview
3	Excellent numerical, statistical and analytical skills, comfortable working with research related metrics (e.g. academic, medical research) and with proven ability to write concise, clear and compelling analysis for diverse audiences, including non-specialists.	Application/ Interview Test
4	High-quality verbal and written communication skills including being able to communicate complex information and requirements to a wide range of audiences and stakeholders.	Application/ Interview/ Test
5	A flexible and collaborative approach: able to work closely and adaptively with immediate team and collaboratively across the organisation.	Application/ Interview
6	Good information technology skills, including effective database/PubMed/internet search techniques and significant experience of using Microsoft Office Packages.	App/Int/Test
7	Proven ability to manage projects, with the ability to prioritise and meet deadlines independently, including rapid turnaround requests.	Application/ Interview

## Desirable requirements

Requirement	Evaluation Stage
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1	Experience in a research environment.	Application/ Interview
2	Experience of working within qualitative assessment or analysis.	Application/ Interview

## Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.