

## Job Description

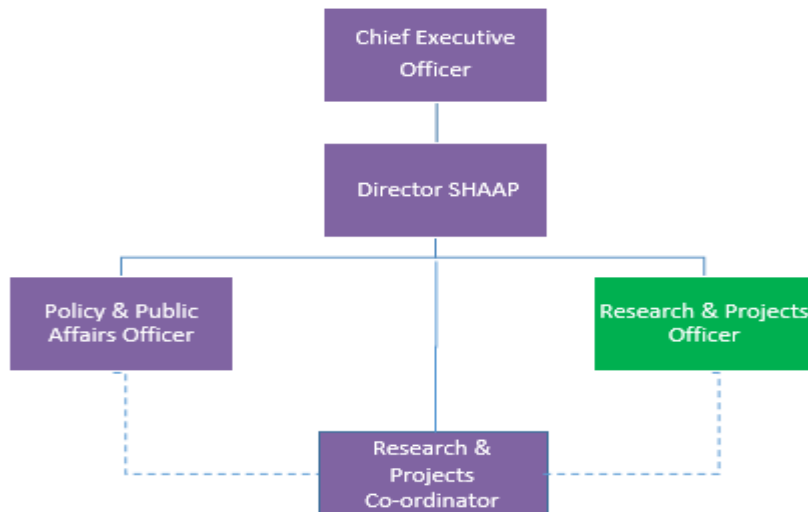
### Section 1 – Description

**Job Title:** Research and Projects Officer, Scottish Health Action on Alcohol Problems (SHAAP)  
**Location:** Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh  
**Reports to:** Director SHAAP  
**Date:** September 2025

### Section 2 – Job Purpose

The Research and Projects Officer supports the delivery of SHAAP's strategic objectives by leading and further developing SHAAP's online activities and mass communications, by managing events, leading specific research and other projects, as well as supporting the wider SHAAP and Scottish Alcohol Research Network (SARN) team activities when required.

### Section 3 – Organisation Chart



### Section 4 – Dimensions

- Manage SHAAP mailing list and collate and distribute media monitor to the list members (weekly).
- Collate and distribute SHAAP activity update to mailing list (monthly).
- Plan and deliver in-person events/symposia for up to 150 people (approximately 2 per year).
- Write minutes for Steering Group (3 per year).
- Manage ad hoc projects.
- Report on social media, online activity and projects to Scottish Government, via Director.
- Represent SHAAP at external meetings/on groups (weekly).

## **Section 5 - Main Responsibilities and Role**

- To lead on agreed projects and research projects to ensure their effective delivery, managing internal and external resources effectively.
- To identify opportunities and make recommendations for both policy and practice and for SHAAP work plans.
- Support implementation of SHAAP strategic priorities by managing agreed projects, research and ad hoc work.
- To research and draft relevant briefings, reports, publications and information materials and manage design production where appropriate.
- Manage the SHAAP website both in terms of structure and content to ensure engagement is optimised.
- Manage the SHAAP social media accounts by producing content in consultation with the wider team (where necessary) to represent the organisation's priorities effectively and optimise engagement.
- Manage the weekly media update and monthly activity update and keep under review to ensure effectiveness.
- Manage existing partnerships and initiate new partnerships with relevant stakeholders.
- To represent SHAAP in external meetings, groups and at events.
- Manage events including all aspects of marketing, event management and follow-up.
- To work as part of the SHAAP team to ensure educational conferences, seminars and workshops meet their objectives.
- To support the general running of SHAAP's operations.
- Undertake relevant professional training activities as agreed with the Director.
- To undertake any other reasonable tasks requested by the Director.

## **Section 6 – Planning and Organising**

- Plan and organise own workload, setting and managing competing deadlines for all projects and tasks to deliver these.
- Ensure effective communication with the Director, Steering Group and other RCPE colleagues to agree priorities and plan own workload.
- Establish excellent relationships with other stakeholders.
- Manage and/or carry out research, deciding which approach to take as appropriate.
- Manage projects involving various stakeholders and complex elements.
- Establish and maintain SHAAP office systems and databases.

## **Section 7 – Decision Making**

- Assess the need to brief and/or seek advice from the Director and/or colleagues.
- Recognise when to refer matters to Director or Chair outwith Director's core hours.
- Recognise appropriate level of detail for all written communications and papers.
- Contribute to and make recommendations for decisions regarding operational systems.
- Assess levels of confidentiality of different areas of work.

## **Section 8 – Internal and External Relationships**

### **Internal**

- Director SHAAP
- SHAAP colleagues
- Chair of SHAAP Steering Group
- SHAAP Steering Group
- Colleagues in RCPE departments

**External**

- Alcohol public health representative bodies
- Academics and researchers
- Alcohol and drug partnerships
- Recovery communities
- Clinicians
- Voluntary sector organisations of which SHAAP is a member

**Section 9 – Person Specification: Knowledge, Experience, Skills and Style Required****Essential**

- Educated to degree level (or equivalent).
- Experience of carrying out qualitative research.
- Ability to interpret and use qualitative and quantitative data.
- Experience of operating within an advocacy environment.
- Experience of producing research reports and briefing papers and of writing for different audiences.
- Excellent written and oral communication skills.
- Ability to analyse critically and present research findings for a range of stakeholders.
- Excellent IT skills including use of the standard office applications (Word, Excel, Power Point, Outlook, internet), and experience of using databases.
- Highly-organised and able to self-manage and work as part of a team.
- Experience of organising research/education events.
- Ability to represent SHAAP at internal and external meetings, seminars and conferences.
- Demonstrable competence in utilising social media.
- Knowledge of, and interest in, alcohol policy.
- Understanding of structures and functioning of NHS Scotland.

**Desirable**

- Educated to Masters level in Public Health or a related field.

**Section 10 – Job Context and Special Features**

Scottish Health Action on Alcohol Problems (SHAAP) is a partnership of the Medical Royal Colleges and the Faculty of Public Health in Scotland and is based at the Royal College of Physicians of Edinburgh (RCPE). Using the best available evidence, SHAAP provides the authoritative clinical voice on how policy makers and clinicians can reduce alcohol-related harms in Scotland. It is advised by a Steering Group made up of members of the Medical Royal Colleges in Scotland, the Faculty of Public Health in Scotland and invited experts.

SHAAP works in partnership with a range of organisations in Scotland and beyond. Key partners include Alcohol Focus Scotland, the British Medical Association (BMA), the Scottish Alcohol Research Network (SARN), the Scottish Recovery Consortium, the Alcohol Health Alliance, the Institute of Alcohol Studies, Eurocare, the European Public Health Alliance (EPHA) and the World Health Organization (Europe).

The post of Research and Projects Officer is the key role in providing support to the Director and SHAAP Steering Group Members. The postholder provides SHAAP's eyes and ears with regard to external policy, media and research developments, thus ensuring that SHAAP is ideally placed to maximise the potential for, and does not miss any opportunities for, progressing its policy-influencing agenda.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.