

Job Description

Section 1 – Description

Job Title: Research and Projects Officer, Scottish Health Action on Alcohol Problems (SHAAP)

Location: SHAAP, RCPE, Edinburgh

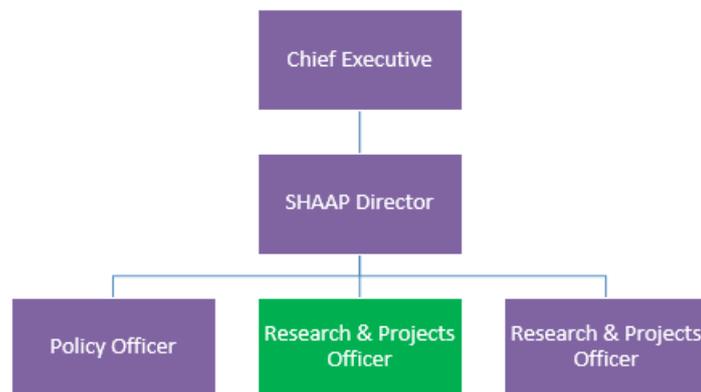
Reports to: Director, SHAAP

Date: June 2021

Section 2 – Job Purpose

To support SHAAP's work to influence alcohol policy and practice by providing clear, up to date, accurate, useful evidence by undertaking agreed project work and research.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Agree research priorities
- Undertake research and produce reports and briefings as required
- Support website and social media activities
- Organise seminars and workshops as relevant
- Provide administrative support, as required
- Work as part of the SHAAP team to support the general running of SHAAP's operations

Section 5 - Main Responsibilities and Role

1. To lead on agreed project work and research. SHAAP's priorities in our 2021-24 business plan include projects such as:

- exploring the links between alcohol and cancer;
- reviewing alcohol service provision with clinicians and people with lived experience;

- actively seeking to address the stigma experienced by people affected by problem alcohol use;
 - investigating the impacts of COVID-19; and
 - working to bring together academics and clinicians to consider alcohol-related issues and to synthesise research, including collaborative work with and support for the Scottish Alcohol Research Network (SARN)
2. Making recommendations re: this for policy and practice
 3. Supporting implementation of SHAAP strategic priorities
 4. To research and draft relevant briefings, reports, publications and information materials, including website-based materials and the weekly media monitor
 5. To work as part of the SHAAP team to prepare and deliver educational conferences, seminars and workshops
 6. To support the general running of SHAAP's operations
 7. To undertake any other reasonable tasks requested by the SHAAP Director
 8. Undertake relevant professional training activities as agreed with SHAAP Director.

Section 6 – Planning and Organising

The post-holder will need to be able to:

- Ensure effective communication with the SHAAP Director and Steering Group and other RCPE colleagues to agree priorities and plan own workload
- Establish excellent relationships with other stakeholders
- Prepare and organise content of research and project reports and briefing papers
- With the Director, co-ordinate responses to media enquiries
- Establish and maintain SHAAP office systems and databases

Section 7 – Decision Making

- Plan workload to be effective
- Assess need to brief and/or seek advice from the SHAAP Director and/or colleagues
- Recognise a high level of detail included in all written communications and papers
- Set and achieve deadlines for all tasks
- Contribute to decisions regarding operational systems
- Recognise when to refer matters to Director or Chair outwith Director's core hours
- Assess levels of confidentiality of different areas of work

Section 8 – Internal and External Relationships

Internal

- The Research and Projects Officer will report directly to the SHAAP Director, who, in turn, reports directly to the Chief Executive of RCPE.
- The Research and Projects Officer will also have a close relationship and working arrangements with SHAAP's Policy Officer and SHAAP's existing Research and Projects Officer.

Other important relationships will include:

- Other RCPE staff
- SHAAP Steering Group

External

The Research and Projects Officer will be likely to build and develop relationships with the following (this is not an exclusive list):

- Scottish Alcohol Research Network (SARN)
- Institute of Alcohol Studies (IAS)
- Academics and researchers
- Alcohol and Drug Partnerships
- Recovery communities
- Clinicians
- Voluntary sector staff

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, email/internet), and experience of using databases
- Highly-organised and self-managing
- Knowledge of, and interest in, alcohol policy
- Understanding of structures and functioning of the Scottish National Health Service
- Experience of organising research/education events
- Highly-organised; able to self-manage and work as part of a team
- Ability to represent SHAAP at internal and external meetings, seminars and conferences
- Demonstrable competence in utilising social media

Desirable

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

Section 10 – Job Context and Special Features

- SHAAP provides the authoritative medical and clinical voice on the need to reduce the impact of alcohol-related harm on the health and wellbeing of people in Scotland and the evidence-based approaches to achieve this.
- SHAAP 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 College holds the employing contracts for staff and acts as banker for SHAAP.

It is important that the Research and Projects Officer is proactive in using telephone, video conference, email and other forms of communication to build and maintain relationships and to ensure that they are adequately supported.