ROYAL COLLEGE OF
SPEECH & LANGUAGE
THERAPISTS

Job Title: **Research Support Officer**

Grade: **2**

Duration: **Full time (35 hours per week) for a fixed term of 6 months**

Reporting to: **Research & Development Manager**

Key Relationships: **Research & Development Officer**
Head of Professional Development
Digital team

Job Context

The Royal College of Speech and Language Therapists (RCSLT) is the professional body for speech and language therapists across the UK. The RCSLT has over 17,000 members and employs around 50 staff predominately based in a London office. The RCSLT also has offices in Belfast, Edinburgh and Cardiff. This post is situated in the London office.

The RCSLT provides direct research and development support to members, develops networks and research capacity across the profession, provides resources to support evidence-based practice (EBP) and research, produces and coordinates research publications and social media and carries out external stakeholder management and relationship building. The RCSLT also leads research and development projects that are of importance to the organisation and the profession as well as broader proactive and reactive professional development and policy work.

This is a new post to support the research and development (R&D) team to maintain R&D projects whilst the RCSLT finalises its digital transformation. These projects are all aimed at building clinical research capacity and proactive culture within the profession.

Job Purpose

- To support the R&D team to manage R&D projects designed to build research capacity and infrastructure across the profession.
- To support the research & development team to identify and plan for future R&D projects.

Scope and limits of authority

Reporting regularly to the R&D Manager, the Research Support Officer will support the management of a number of R&D projects. The post holder will work across areas of R&D as delegated and will be responsible for making the R&D Manager aware of any emerging issues which may affect research and development work. The post holder will manage their own workload and would be expected to travel across the UK to attend meetings on behalf of the RCSLT.

Resources

The Research Support Officer will be responsible for supporting the management of the following resources:

- Contact lists for RCSLT research reference groups and networks.
- Online project management system for research reference groups and networks.
- Web page content for clinical areas.

The Research Support Officer will support the R&D Manager with the following resources:

- RCSLT Journals Library Service.
- RCSLT research funding databases.
- RCSLT Research publications and social media.
- Resources to support guidance development groups to access, appraise and grade evidence (NICE accreditation process).
- Research and development presentations for hubs/CENs.
- Ensuring the RCSLT Research Centre web pages are kept up to date.

Areas of Responsibility

Research
- Responsible for supporting the management of research reference groups, helping to establish their infrastructure and programmes of work through collaborative work with members.
- Responsible for coordinating and facilitating engagement of members with existing research networks.
- Support the identification of gaps in the evidence base in collaboration with research reference groups, member networks and by the review of existing evidence.
- Support the innovative dissemination of evidence by helping to research, identify and synthesise any areas of emerging research.
- Undertake project support and research as delegated by the Research Manager.

Facilitation
- Manage online networks and project management systems.
- Support meetings as appropriate including; drafting agendas, note taking, facilitating discussion, building consensus and providing guidance when required.
- Present at workshops and provide training as delegated.

Organisation
- Update research network databases, funding and clinical academic databases and web pages liaising with key stakeholders as necessary.
- Prioritise member queries, responding when appropriate and forwarding member queries to Research Manager as needed.

Communication
- To share responsibility for being the first point of contact for the membership in relation research reference groups and research networks.
- To liaise closely with the RCSLT research reference group, networks, RCSLT Hubs, RCSLT members, CENs and RCSLT Advisers across the UK in relation to research capacity building and research and development projects as appropriate.
- To lead on research and development communications including social media following liaison with the research & development team.
- To ensure information on the RCSLT Research Centre and clinical areas web pages is relevant and kept up-to-date.
- To maintain a flexible approach to issues or concerns, offering solutions and ideas to address these where appropriate.

Person Specification

Knowledge and Qualifications

- Speech & Language Therapy qualification.
- Current member of the RCSLT.
- Completed the RCSLT Competencies Framework or equivalent.
- Good knowledge of EBP including the purpose and relevance of EBP and research to the profession, and the barriers and challenges to applying evidence to practice.
- Some knowledge of research methodologies and approaches.
- Good understanding of the remit of the professional body.
- Ideally have a good knowledge of health, social care and education policy and legislation.

Experience

- Carrying out literature searches and synthesising evidence
- Critical appraisal of evidence and application of evidence to practice.
- Carrying out evaluation of clinical practice using outcome measures, service evaluation, audit and/or research.
- Verbal and written presentation of the evidence base, evaluations and/or research.
- Managing multiple on-going tasks and processes.
- Working collaboratively as part of a team environment in health, education or social care.

Skills and Abilities

Organisation and planning
- Able to prioritise and organise tasks across different projects to effectively meet the demands of ongoing work as well addressing reactive unanticipated tasks, such as wider organisational work and/or queries from contacts.
- Able to collate and organise large amounts of information clearly and methodically.

Communication
- Able to work collaboratively within a team and with wider networks of colleagues and external contacts.
- Able to provide guidance to others that is appropriate to their needs and concerns, including signposting to sources of information.
- Excellent verbal and written presentation skills to enable effective communication with a wide range of different audiences, adapting the means and style of communication as required.

Problem solving & analytical abilities
- Able to critically appraise and synthesise different sources of evidence to produce clear and concise summaries.
- Able to analyse and summarise qualitative and quantitative information, present this information clearly to others and use this information to inform further work.

Technology
- Able to use online databases and web-based technologies to conduct literature searches.
- Able to use Microsoft PowerPoint; Excel, Word, PowerPoint, Access and/or other document management systems.

Personal Qualities

- Commitment to driving forwards evidence-based practice and research and enabling others to deliver evidence-based services to improve outcomes for service users.
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work.
- Commitment to the aims and charitable objectives of the RCSLT.