

Role profile

Role title	Senior Research Advisor
Department and directorate	Pay and Contracts, National Negotiations and Representation
Job family level	5
Reports to (job title and name)	Head of Employed Doctors
Direct reports (job title and name)	None currently, but potential of direct line managing a junior researcher in the future.

Summary – purpose of the role

Describe as concisely as possible the overall purpose of the job and including the core duties/responsibilities required to be performed in the role (eg, to provide a full range of administrative support services to the department including x,y,z)

- Develop and deliver research projects to the BMA’s standards, within budget and timescale
 - Provide analytical support to pay and contract negotiations across the UK
 - Work collaboratively across the directorate and wider BMA to provide research expertise, analysis and advice on development and impact of BMA policy and negotiations, as required
 - Manage delivery of research projects outsourced to external suppliers
 - Critical assessment of data and research findings published by others
 - Respond to ad hoc requests for research and analysis, as required
 - Represent the BMA at external meetings, conferences and other events, as appropriate
 - Provide analytical support and technical advice on relevant research activities, such as surveys and focus groups
 - Contribute to the delivery of the directorate’s business plan, performance indicators and risk management plan
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Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- **Practical experience of undertaking quantitative and qualitative research projects**
- **Experience in designing and managing surveys, including the dissemination process and analysis of results.**
- **Ability to construct and interpret economic and financial models in Excel**
- **Sound project management skills**
- **Ability to present research findings (in writing and orally) to a variety of internal and external audiences with different levels of understanding of the topic**
- **Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy**
- **Ability to form strategic relationships with counterparts in stakeholder organisations**
- **Personal resilience - needs to 'own' research reports and analytical outputs and seek to resist challenges to manipulate research findings to achieve a different result**

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- **Good understanding of research methodologies**
- **Ability to provide clear and consistent explanations and interpretations of economic and financial spreadsheet modelling**
- **Ability to assess and translate loose requests for research and analysis into robust projects, understanding the issues, determining the proposed outcomes, most effective methodologies, negotiating with external suppliers as appropriate and delivering/managing delivery of the project to time, budget and quality standards.**
- **Ability to challenge research and modelling findings produced by governments, NHS employers, NHS England based on analysis of data, methodology and conclusions.**

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

Judgement (independence and level and impact limitations)

- Source of best practice advice for the most appropriate methodology, analysis and drafting of research and analysis requests
- Sound judgement on the need to refer issues for higher level decision
- Research findings and critique of other organisations' research and modelling impacts on one or more branches of practice and at times, on the profession as a whole
- Research and analytical findings can be used to enhance the BMA's reputation with members and external audiences, e.g. government, public opinion etc

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- Will be the subject matter expert on research and analysis issues within own portfolio
- No direct management of staff currently, but potential for direct line management responsibilities of a junior researcher in the future. Will be responsible for matrix management of the work of research officer(s), policy advice and research officers, policy advice and support officers and administrators, as appropriate

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Extensive contact with colleagues at all levels of the association – e.g. committees and committee chairs, executive team(s), negotiating teams, leadership team, individual policy advisers, network of internal researchers. Purpose: to understand, challenge and agree research and analytical requirements; work with 'customers' throughout projects and contract negotiations; present research and analysis findings; interpret and present other organisations' research findings to internal audiences
- Develop external contacts relevant to own portfolio; support elected members or on occasion directly represent the BMA with regard to research issues at external meetings

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

Physical demands & coordination (physical effort and mental strain)

- Ability to maintain focus and concentration while working in an open plan office and on occasions when working from home
- Occasional need to travel to BMA national offices and external meetings within the UK

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- Personal resilience – able to withstand robust challenge from elected and other members, staff and stakeholders.

Sign-off

Manager: Evita Syrengela

Date: 19 March 2024

Role holder:

Date: