

Role profile

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| Role title | Research Analyst |
| Department and directorate | Employed Doctors, National Negotiations and Representation (NNR) |
| Grade | 6 |
| Reports to (job title) | Senior Research Advisor (Employed Doctors) |
| Direct reports (job titles) | None |

Job Overview – purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like. Please limit this to a maximum of four or five sentences

Undertake quantitative research and occasional qualitative research (e.g. data analysis, modelling, conducting surveys and focus groups) primarily relating to doctors pay and contracts to BMA's standards, within timescale, under the guidance of a Senior Research Advisor.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Provide analytical support to pay and contracts negotiations for doctors across the UK, under the guidance of a Senior Research Advisor, as required.
- Produce written work to a good standard (e.g. short reports, blogs, analysis notes/briefings).
- Contribute to the delivery of products (e.g. committee papers, press releases, parliamentary briefings) to engage with members and relevant stakeholders (e.g. branch of practice BMA committees for employed doctors across the UK, media outlets, politicians), as required.
- Support the Senior Research Advisors in increasing numeracy, data awareness, data use, data analysis and effective data visualisation within the NNR directorate.
- Provide project support, as required.
- Any other duties as reasonably directed.

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.

- Ability to conduct research and analysis within a policy environment (including ability to analyse large datasets, conducting desk-based policy research and understanding of quantitative and qualitative research methods).

Skill (level and breadth of application)

- Strong ability to work with numbers accurately (e.g. application of inflation indices).
- Strong ability to use Excel for data analysis.
- Ability to use or quickly get to grips with data visualisation software (e.g. Flourish) and survey software (e.g. SurveyMonkey).
- Ability to explain technical issues to non-technical audiences.
- Ability to communicate key information succinctly, both written (e.g. in policy reports or analysis notes) and orally (e.g. in briefing colleagues or in presentations).
- Ability to form effective relationships with colleagues and work flexibly across a number of projects, including ad hoc requests.
- Knowledge of NHS pay and contracts issues or negotiations desirable, but not essential.

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).

- Ability to grasp new concepts/proposals quickly (e.g. related to contractual reform for doctors) to undertake research and analysis to assess them.
- Ability to compare and contrast pay and contractual conditions for different groups of doctors across the UK nations.
- Ability to apply appropriate research methodologies independently, with guidance from a Senior Research Advisor.
- Ability to provide clear and consistent explanations and interpretations of economic and financial spreadsheet modelling to a variety of audiences.
- Ability to replicate, update and where appropriate, challenge research and modelling findings produced by others (e.g. BMA staff, government, NHS employers, NHS England) based on analysis of data, methodology and conclusions.
- An understanding of how research and analysis contributes to policy development and strategic decision making.

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)?

- 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 or nation, and at times, on the profession as a whole, with guidance from a Senior Research Advisor.
- Research and analytical findings can be used to enhance the BMA's reputation with members and external audiences (e.g. Government, public opinion), with guidance from a Senior Research Advisor.
- Possible scope in the longer-term to become subject matter expert in defined areas.

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?

- The majority of work will be commissioned by relevant branch of practice committees and national offices and reviewed by a Senior Research Advisor.
- Some direct contact with members and regular contact with elected members.
- Role may involve collection and use of sensitive data, including primary research undertaken with members, and therefore require adherence to GDPR.
- No line management or budgetary responsibility.

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?

- Contact with colleagues and elected members at various levels of the BMA (e.g. negotiation teams, the employed doctors team (and their counterparts in devolved nations), committees/officers, the network of internal researchers, and strategic communications/media staff) to understand 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 with counterparts in stakeholder organisations, as appropriate (e.g. with analysts supporting government/employers during negotiations/pay talks/joint negotiating committees to facilitate trust in joint modelling and analysis).

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?

- Ability to maintain focus and concentration while working in an open plan office or remotely away from the office; the BMA currently operates a hybrid working policy.
- Ability to prioritise and continue to progress key/time critical tasks, alongside ad hoc requests, with support from a Senior Research Advisor.
- Ability to manage time independently.
- Occasional need to travel to BMA national offices 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 constructively receive criticism (justified or unjustified) from elected and other members and stakeholders on areas within own portfolio.
- Flexibility – able to adapt to new ways of working, move into new areas of responsibility and 'help out' across the directorate as required, in a constructive manner.

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: