Role profile

Role title	**Senior Research Adviser**
Directorate	National Negotiations and Policy
Team	Research, Economics and Analysis team (Policy and Research department)
BMA Grade	Grade 5
Location	BMA House
Decision Making level	Medium level decision making with referral to manager for complex or non-routine decisions for approval
Budget responsibility (Y/N)	No
Reports to (job title)	Principal Adviser: Research, Economics and Analysis
Direct reports (Y/N)	[May have direct reports in some cases]

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

Provides expert research and analysis within budget and on time with a view to informing and supporting the policy and negotiating aims of the Association across all four nations. The work could include both qualitative and quantitative research or analysis work which brings together the relevant data, analyses them within the context of the matter at hand and presents conclusions and options for the relevant committee.

The role holder will use their knowledge and skills to provide good judgement and advice to committees and others, where appropriate. Sometimes, this will involve challenging committees to ensure that they seek the best research and analysis.

The role holder will be working as part of a research and analysis team which will cooperate and coordinate closely so good team working is essential.

In the fast-moving political context the Association operates in, the role holder will need to be willing and able to pick up new challenges and deliver analysis quickly, presenting findings and necessary caveats as necessary.

All colleagues are expected to align their work with the Association's corporate strategy, ensuring their decisions, priorities and ways of working actively contribute to our long-term goals and strategic outcomes.

The role provides UK-wide services directly to members across all regions and devolved nations.

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

- Develop and deliver research projects using robust evidence, within budget and delivered on time.
- Provide analytical support to pay and contract negotiations and related areas of work for all committees across the UK but likely to focus on a particular area as a priority, as directed.
- Attending negotiating, policy related and other meetings as appropriate and working with colleagues to promptly develop models and other research solutions to bolster the work of committees.
- Work collaboratively across the directorate and wider Association (including all four nations) 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 Association 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.
- Where directed by management, to train and support others in basic research and analysis, with a view to expanding capacity.
- Contribute to the delivery of the directorate's business plan, performance indicators and risk management plan.

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.
- Ability to withstand robust challenge to ideas and advice from elected and other members and colleagues. Will take ownership of research reports and analytical outputs.
- The role holder will have a broad experience and specialist knowledge within a specific field and a degree of broader knowledge and practical experience and skills in other parts of the Association which is far reaching.
- The role holder may undertake people management responsibilities.
- The role holder will use skill/knowledge to advise others on a range of issues, deferring only the very complex to a higher level.
- The role holder will be considered by others as a technical expert in their field however not necessarily the most senior.
- The role holder may will likely hold a professional qualification and will have post qualification experience.
- The role holder will coordinate a variety of similar but complex matters across different departments of the Association, or a variety of dissimilar but highly specialised matters within a department.

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 own models and analyse them with clear and consistent explanations and advice for committees.
- 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.
- The role holder will identify solutions to problems within their field of learning or general activity, which involves analysis against known criteria. The role holder will consider options and be personally responsible for finding a solution. The role holder might seek advice from above or outside of their area of expertise
- The role requires adaptive thinking within a specific discipline, requiring some improvement and development of techniques, methods and ways of working, e.g. formulating policy advice and deploying resources. Advice may not be readily available.
- In addition to grade 6 some of the challenges and requirements at this level either extend beyond one field of learning or require considerable research and analysis.
- The role holder will be required to apply an increasing element of interpretive thinking within the same or similar disciplines applied to problems which lie outside previous experience and precedents. Developing new policies and research based on advice and own understanding and planning for the future.

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)?

- Source of best practice advice for the most appropriate methodology, analysis and drafting of research and analysis requests.
- Will often be relied upon to provide good judgement on the best options for research and analysis, how to carry out this work and how best to present it.
- 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 Association's reputation with members and external audiences, e.g. government, public opinion etc.
- The role holder is required to use higher levels of judgement not only in relation to their own work but for the work of others.
- The role holder sets/interprets operational objectives and targets for others to deliver against based on those set for the directorate.
- Judgements and decisions on matters that fall outside own functional authority or matters falling outside own sphere of activity will be referred to the manager or expert. However the role holder has some autonomy and authority to advise major parts of the Association within the remit of their specialism.
- Advice/decisions will not always be reviewed within own team and may reach the recipient section/team before being reviewed and contained and will tend to concern important issues (as they affect more than just a section or team within that department). For example, fast paced negotiations may require prompt judgement.

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 role has line management responsibility for monitoring, developing and reporting on the performance of others, and/**or** is a specialist, responsible for providing operational advice that can have indirect but significant effects on the results of the Association.
- Should be comfortable using specialised software to aid modelling/analysis/survey work.

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?

- Communication with middle and senior managers along with regular contact with senior elected representatives, often to explain complex modelling/analysis/survey work.
- Providing explanations on complex matters or translating these into instructions for independent action through others. Influencing others by persuasion, that typically involves some negotiation. The difference here is that the communication is persuading and influencing a more senior audience. Negotiation in this context is negotiation by the role holder and not general BMA negotiations.
- Significant amount of working with colleagues to ensure high quality external communications to members and the public.
- Be able to support communications materials which robustly defend the Association's research and analysis in the media
- Developing and maintaining effective relationships with stakeholders, including networking and developing links with government analysts and relevant external organisations, e.g. think tanks.

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?

- There will be normal physical demands typically associated with an office environment and there may be limited requirement to engage in lifting/carrying or other exertion using specialist equipment.
- There will be a requirement to use technology and systems as provided or as recommended by the Association.
- The role holder may be required to travel in order to carry out the role, in line with BMA policy. Attendance to support meetings at a variety of locations could be required.

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?

Working conditions and emotional demands)

- There are internal health and safety policies and guidance to be followed and adhered by the role holder. These policies apply both in the normal office environment and also when visiting other locations in the execution of duties.
- The job is typically conducted either in a normal office environment, home location, or external location as required to carry out the role and is not considered to be exposed to hazardous conditions or extreme anti-social behaviour (which should be reported through the appropriate internal channels).
- There may be times where the role holder is involved with a case/member contact that involves challenging situations. Concerns must be raised through the appropriate internal channels to ensure support is given to the role holder as required.

Values and behaviours

The role holder is expected to execute their role in line with our four organisational values.

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

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:	Date:
Role holder:	Date: