

JOB DESCRIPTION

Job Title	Research Officer	Date of JD	July 2021
Department	Research		
Reporting to	Research and Evidence Lead	Job family Salary	£30K pa
Line reports	None		
Scope and Objectives			
Drinkaware is a leading charity concerned with reducing harm from alcohol, by helping people make better, more informed choices about their drinking. We do this by providing impartial, evidence-based information and advice and practical resources; raising awareness of alcohol harms; and working collaboratively with others to develop and deliver behaviour-change programmes. The Trust is funded primarily through voluntary, unrestricted donations from alcohol producers, wholesalers, and on- and off-trade retailers, but acts entirely independently.			
Drinkaware has a strong commitment to research and making the most of our existing evidence. We are looking for a Research and Insight Officer to contribute to developing the evidence base around alcohol harm. The role complements a small Research and Impact team, also comprising a Director of Evidence and Impact, a Research and Evidence Lead, and Digital Insight Lead, and works closely with colleagues in other teams to ensure the robust evidence-based approach of the charity’s work. This position is suitable for a graduate, or to a candidate with relevant skills who is looking to develop a new career in health research.			
Specific responsibilities			
<ul style="list-style-type: none">• Conduct evidence reviews of published literature to produce evidence briefings for internal use.• Work independently to carry out secondary analysis of survey data. Provide robust analysis that can be disseminated to both lay and technical audiences.• Identify evidence gaps and apply understanding of qualitative and quantitative methodologies to develop recommendations about how to fill them.• Provide guidance and support for non-research members of the Drinkaware team in respect to their responsibilities relating to evidence and research. Assist in identifying and supporting their research needs.• Prepare briefings and slide packs for the CEO and Director of Evidence and Impact for external events and internal Board and Committee meetings.• Work towards leading research projects by supporting other members of the research team in the commissioning, project management and dissemination of research projects.• Working with supervision, design and carry out polls and surveys as required.• Contribute towards appropriate research content for the Drinkaware website ensuring that published evidence reviews, evaluation reports and other content is accurate, current, comprehensive and accessible for professional and research audiences.			

NB This job description summarises the key features of the role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil

- Update and maintain the research pages of Drinkaware's website.
- Contribute to inputting and updating required stakeholder information on the organisational database.
- Help build the reputation of Drinkaware as a credible and authoritative contributor to the issue of alcohol-related harm (e.g., external presentations etc.).

PERSON SPECIFICATION

- Degree or equivalent in a relevant area, including knowledge and application of basic statistical techniques.
- Sound working knowledge of both qualitative and quantitative research principles, methodologies, and best practice.
- Ability to assess and synthesise evidence from different sources and to conduct basic analysis of key data sets.

Essential Criteria

- Working knowledge of conducting data analysis in Excel and SPSS.
- Sound knowledge of quantitative and qualitative methodology and best practice through the research cycle.
- Strong analytical and critical thinking skills: ability to conduct in-house analysis and cull insight from external data sources.
- An active interest in behaviour-change theories and their practical applications to support positive lifestyle changes.
- Highly organised with strong administrative skills and excellent attention to detail.
- Excellent writing skills and ability to communicate effectively with different audiences.
- Ability to communicate complex or contradictory findings to both a technical and lay audience.
- Excellent problem-solving skills and ability to work independently.
- A personal commitment to reducing the risk of alcohol-related harm.

Special features of the role

- Training on the job and off-site will be available to the right candidate.

The Drinkaware Trust is committed to diversity and inclusion, and it is essential that the post holder is committed to make a positive contribution to their promotion and implementation