

Job Description

Project Support Officer

Institute for Health and Social Care



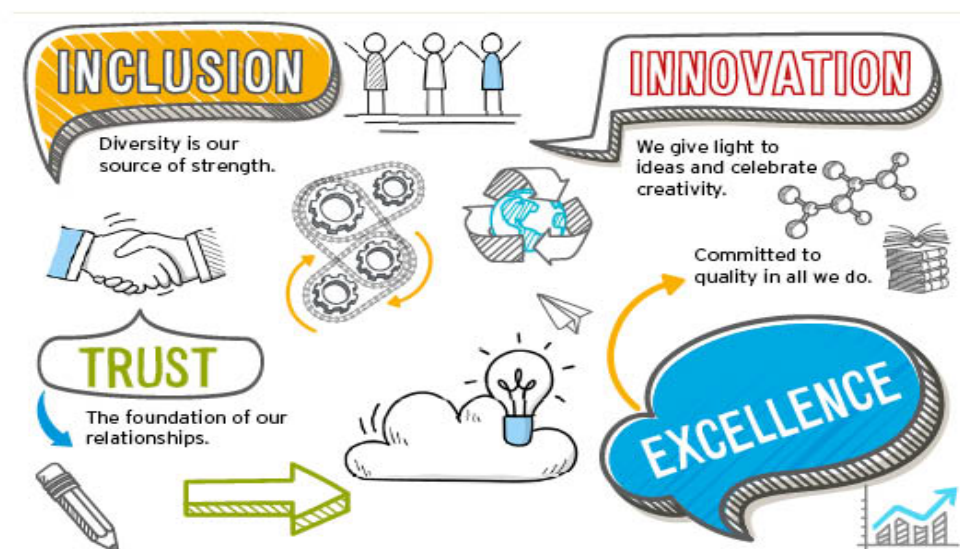
Brief summary of the role

Role title:	Project Support Officer
Grade:	5
Faculty or Directorate:	Institute for Health and Social Care
Service or Department:	Applied Health and Wellbeing; physical activity
Location:	Hybrid – expected 60% of time per week on Campus, will be working in the community in primary schools around Yorkshire.
Reports to:	Senior leadership of the Physical Activity Research Team
Responsible for:	N/A
Work pattern:	Full time standard hours or flexible working (e.g. compressed hours) if preferred; willing to consider job share

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• At least five GCSE grades 4 to 7 (A-C) (or equivalent) including English and Maths or equivalent relevant experience.
Desirable	• Relevant Level 3 qualification (aka A-levels or BTEC) in health sciences, sport science, education or a related discipline. • First degree in a relevant discipline such as public health, sport science, health sciences or education.

Experience, skills, and knowledge

Essential	• Experience supporting technical or research activities within a professional environment. • Ability to work independently and organise technical tasks to meet project objectives and deadlines. • Experience coordinating or organising technical activities or resources. • Ability to maintain and manage equipment and technical resources. • Good computing skills including Microsoft Office and web-based systems. • Ability to maintain accurate records and datasets with a high level of attention to detail.
------------------	---

	• Clear written and verbal communication skills. • Understanding of health and safety procedures and risk assessments. • Ability to support and guide less experienced staff or assistants where required. • Experience of accurate data entry and data management.
Desirable	• Experience supporting field-based research or large-scale data collection. • Experience working with schools, community organisations or young people. • Experience coordinating equipment or logistics for projects or technical activities. • Knowledge of research governance, safeguarding or data protection procedures.

Personal attributes

Essential	• Ability to manage and respond to competing priorities. • Flexible and proactive approach to work. • Ability to work independently with minimal supervision. • Ability to build and maintain positive working relationships with colleagues and external partners. • Commitment to continuing professional development.
------------------	--

	• Ability to role model the University's commitment to equality, diversity and inclusion. • Encouraging participation and openness. • Encouraging creativity and innovation. • Supporting academic freedom and respecting diverse viewpoints. • Applying the highest ethical standards in all activities.
Desirable	• Interest in public health or school-based research. • Ability to forward plan and anticipate project needs. • Willingness to contribute to outreach or engagement activities where appropriate.

Main purpose of the role

To work effectively as part of the wider research and technical support team within the Institute for Health and Social Care. The postholder will provide flexible and proactive technical support to an NIHR-funded research project evaluating the long-term effectiveness of the Creating Active Schools programme.

In contrast to more junior technical roles, this post carries a greater level of responsibility for the organisation and coordination of technical activities associated with large-scale field-based data collection. The role will support the planning, preparation and delivery of research activities across multiple primary schools in Bradford and the wider Yorkshire region.

Working with minimal supervision, the postholder will contribute to the smooth delivery of research activities by organising equipment, coordinating technical aspects of school-based data collection visits, supporting data management processes and providing guidance to hourly paid technical staff assisting with fieldwork.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Provide technical support to research staff delivering the NIHR-funded Creating Active Schools project.
2. Assist with the planning and coordination of school-based data collection activities across multiple primary schools.
3. Organise and prepare research equipment, materials and documentation required for field-based data collection.
4. Coordinate the preparation, transport and safe storage of research equipment used during school visits.
5. Support the set up, implementation and clear away of data collection sessions within primary schools.
6. Assist research staff with the distribution, fitting and collection of accelerometers used to measure children's physical activity.
7. Support the collection of measurement data (e.g., height, weight and waist measurements) in accordance with established research protocols.

8. Assist with the organisation and administration of questionnaires and other study materials during school visits.
9. Maintain inventories of research equipment and ensure equipment is maintained, prepared and available for fieldwork activities.
10. Undertake data entry and data management activities, ensuring research data are recorded accurately and stored in accordance with established procedures.
11. Assist with checking, organising and preparing returned data collection materials and equipment following school visits.
12. Carry out routine checks and basic maintenance of research equipment and report faults where appropriate.
13. Work in accordance with University health and safety procedures and assist with the preparation of risk assessments and safe systems of work where required.
14. Provide guidance and support to hourly paid technicians or assistants involved in research data collection activities.
15. Work collaboratively with academic, research and professional services colleagues to ensure research activities run efficiently.
16. Support engagement with participating schools and stakeholders to facilitate the delivery of research activities.
17. Maintain confidentiality and ensure compliance with University policies relating to data protection, safeguarding and research governance.
18. Maintain and actively pursue continuing professional development.
19. As a university citizen, support key student events throughout the year such as Open Days, Clearing, enrolment and Graduation.