



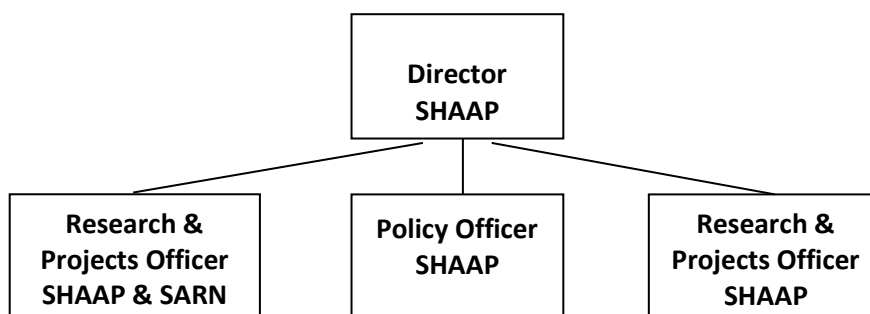
Job Description

Job Title: Research and Projects Officer, Scottish Health Action on Alcohol Problems (SHAAP)
Location: SHAAP, Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh
Reports to: Director, SHAAP
Date: March 2022

Job Purpose

To support SHAAP's work to influence alcohol policy and practice by providing clear, up to date, accurate, useful evidence by undertaking agreed project work and research, and to support Scottish Alcohol Research Network (SARN) to be effective in sharing knowledge and furthering research relating to alcohol and public health.

Organisation Chart



Dimensions

- Work collaboratively as part of the SHAAP team to support delivery of strategic objectives.
- Undertake research and produce reports and briefings as required.
- Organise seminars and workshops as required (online and physical).
- Provide administrative support, as required.
- Coordinate SARN network communications and events.

Main Responsibilities and Role

- To lead on agreed project work and research to support SHAAP's strategic priorities.
- To provide support for the Scottish Alcohol Research Network (SARN), as agreed with the SHAAP Director and the SARN Chair.
- To manage the SARN website and social media account(s).
- To research and draft relevant briefings, reports, publications and information materials, including website-based materials.
- To work as part of the SHAAP team to prepare and deliver educational conferences, seminars and workshops.
- To support the general running of SHAAP's operations.
- To undertake any other reasonable tasks requested by the SHAAP Director.
- Undertake relevant professional training activities as agreed with SHAAP Director.

Planning and Organising

- Ensure effective communication with the SHAAP Director and Steering Group and other RCPE colleagues to agree priorities and plan own workload.
- Plan and manage events to ensure they meet objectives and smooth running.
- Establish excellent relationships with other stakeholders.
- Prepare and organise content of research and project reports and briefing papers.
- Establish and maintain SHAAP office systems and databases.

Decision Making

- Plan workload to be effective.
- Assess need to brief and/or seek advice from the SHAAP Director and/or colleagues.
- Recognise a high level of detail included in all written communications and papers.
- Assess suitable content for written communications, newsletters, blogs.
- Set and achieve deadlines for all tasks.
- Contribute to decisions regarding operational systems.
- Assess levels of confidentiality of different areas of work.

Internal and External Relationships

Internal

Director, SHAAP
Chief Executive Officer, RCPE
Policy and Public Affairs Officer and Research and Projects Officer SHAAP
RCPE staff
SHAAP Steering Group

External

Scottish Alcohol Research Network (SARN) – particularly the Co-Chairs
Institute of Alcohol Studies (IAS)
Academics and researchers

Section 9 – Person Specification: Knowledge, Experience, Skills and Style Required

Essential

- Educated to degree level (or equivalent).
- Experience of carrying out qualitative and/or quantitative research.
- Ability to interpret and use qualitative and quantitative data.
- Experience of operating within an advocacy environment.
- Experience of producing research reports and briefing papers and of writing for different audiences.
- Excellent written and oral communication skills.
- Ability to analyse critically and present research findings for a range of stakeholders.
- Excellent IT skills including use of the standard office applications (Word, Excel, Power Point, email/internet), and experience of using databases.
- Highly-organised and self-managing.
- Knowledge of, and interest in, alcohol policy.
- Understanding of structures and functioning of the National Health Service in Scotland.
- Experience of organising research/education events.
- Highly-organised; able to self-manage and work as part of a team.
- Ability to represent SHAAP at internal and external meetings, seminars and conferences.
- Understanding of use of social media.

Desirable

- Educated to Masters level in Public Health or a related field.

Section 10 – Job Context and Special Features

- SHAAP provides the authoritative medical and clinical voice on the need to reduce the impact of alcohol-related harm on the health and wellbeing of people in Scotland and the evidence-based approaches to achieve this.
- SHAAP is advised by a Steering Group made up of members of the Medical Royal Colleges in Scotland, the Faculty of Public Health in Scotland and invited experts.
- SHAAP works in partnership with a range of organisations in Scotland and beyond. Key partners include Alcohol Focus Scotland, the British Medical Association (BMA), the Scottish Alcohol Research Network (SARN), the Scottish Recovery Consortium, the Alcohol Health Alliance, the Institute of Alcohol Studies, Eurocare, The European Public Health Alliance (EPHA) and the World Health Organization (Europe).
- The RCPE holds the employing contracts for staff and acts as banker for SHAAP.