

## The Chartered Society of Physiotherapy Job Description

**Job Title:** Head of Research and Development team

**Directorate:** Practice & Development

**Grade:** 8

**Hours:** Full time, permanent

**Location:** Home based

**Responsible To:** Assistant Director P&D

**Accountable to:** Director of Practice & Development

### **Main Purpose of Post:**

Lead and manage the research and development team (R&D) to deliver the CSP corporate plan and strategy, in particular champion approaches that promote evidence based physiotherapy practice

### **Main Duties & Responsibilities**

1. Undertake the day-to-day management and development, appraisal, supervision, and co-ordination of the R&D team.
2. Manage the R&D budget and contribute to risk management and business continuity planning in liaison with the Business Support Team Manager.
3. Lead the team to deliver the corporate plan and strategy and contribute to planning and performance reporting processes.
4. Work with P&D ADs to embed research and evidence implementation into all relevant strands of CSP activity.
5. Work with the Library and information team to integrate evidence sources and curation of evidence into the work of the R&D team
6. Progress the CSP approach to research, in particular to ensure member engagement in research activity and raise the profession's research profile
7. Working with colleagues across the organisation, identify and build stakeholder relationships ensuring these contribute to the value of CSP activity.
8. Represent the CSP, and act as an advocate for physiotherapy, at external events and liaise with other organisations and individuals to promote and further UK physiotherapy research and development
9. The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. The post holder will undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

## Chartered Society of Physiotherapy Person Specification

**Post: Head of Research and Development team**

**Directorate: Practice & Development**

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
<b>EDUCATIONAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>A professional qualification providing eligibility for UK registration as a physiotherapist and membership of the CSP - or</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>A professional qualification for another appropriate health care profession providing eligibility for UK registration</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>A UK or equivalent appropriate postgraduate qualification to at least Master's level or appropriate evidence of M level thinking and critical analysis or willingness to complete appropriate M level / Doctoral level study</li> </ul>	E	A/I
<b>PREVIOUS EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experienced success in gaining research funding and completing project through to publication</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Demonstrable success in leading delivery of performance and change</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of taking projects from initiation through to completion</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of leading and managing a staff team</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of high-level liaison with external agencies</li> </ul>	E	A/I

<b>PROFESSIONAL/TECHNICAL AND OCCUPATIONAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Appropriate professional body membership</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Demonstrable understanding of issues impacting upon physiotherapy research and effective physiotherapy practice</li> </ul>	E	A/I
<b>SKILLS/ABILITIES AND KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>• A high level of knowledge of research and evidence-based practice within physiotherapy and health care as a whole</li> </ul>	E	A/I/P
<ul style="list-style-type: none"> <li>• An awareness of current policy drives and initiatives impacting on physiotherapy research and its implementation in practice</li> </ul>	E	A/I/P
<ul style="list-style-type: none"> <li>• A good understanding of the health informatics agenda and quality improvement initiatives</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• The ability to work effectively with other professional groups</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• The ability to absorb, synthesise and interpret complex information and ideas</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Well-developed oral and written communication skills,</li> </ul>	E	A/I/P
<ul style="list-style-type: none"> <li>• Well-developed team-working skills, including the ability to work independently while collaborating with colleagues</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• The ability to manage staff teams effectively and to foster collaborative working between different groups of staff</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Proven project management skills</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• The ability to set, manage and monitor budgets</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Sound computer skills, including the ability to use Microsoft Office, the internet and to communicate by email</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Knowledge and understanding of equalities and diversity issues and how to apply them in practice</li> </ul>	E	A/I
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• A commitment to personal CPD and supporting the learning of others</li> </ul>	E	I

• Ability to undertake travel in the UK that may require overnight stays	E	A/I
• Commitment to the principles of CSP as a trade union	E	A/I
• Model behaviour that demonstrates the CSP values in all aspects of the role	E	A/I

### **Home based working at the CSP**

Some jobs advertised at the CSP may be described as having the flexibility to be office or home-based.

To be considered for a homeworking position the following pre-requisites need to be fulfilled.

- Your permanent place of residence has, as a minimum, 18Mbps download speed<sup>1</sup>.
- You have a dedicated working space that meets Health and Safety requirements.

**Note:** *job offers will be conditional and subject to CSP carrying out an assessment of your homeworking environment to ensure all necessary requirements are met.*

We also set the following expectations for home working to help you decide whether a homeworking role at the CSP is something you wish to pursue.

- CSP reserves the right to install its own connection should the speed or location of the existing connection be unsuitable. You must therefore have the necessary rights of way to and through your building for BT to install a line directly into the office location within your home if so required. The CSP will not recompense costs for any redecorations or reparations as a result of installing a new connection.
- You will need to be IT literate and be comfortable with technology and able to be self-reliant. For example, you should be able to change a toner cartridge on a printer and unblock paper jams without assistance.

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<sup>1</sup> The CSP uses the BT online broadband speed checks to confirm download speeds in your location. The CSP will need your postcode / house name or number when conducting these checks prior to confirming offer.