

The Chartered Society of Physiotherapy

Job Description

Job Title:	Research Adviser
Directorate:	Practice and Development
Team:	Research and Development
Grade:	7
Hours:	Part time, 28 hours per week
Accountable to:	Assistant Director
Responsible for:	Grade 5 Conference Co-ordinator and Grade 4 Administrator
Matrix working:	Delegating activities to staff outside of line management and directorate structures.

Main purpose of the post:

- Champion evidence-based practice in physiotherapy, by encouraging key stakeholders to embed research into physiotherapy practice, education and service delivery.
- Provide leadership in the development and delivery of the scientific programme for the annual physiotherapy conference (PUK).
- Embed quality improvement into PUK conference processes, so that there are demonstrable improvements year on year, in terms of quality, diversity and relevance.
- Build network of respected researchers, clinicians, educators and service managers to provide external expertise to PUK.
- Contribute to the R&D team to develop of research capabilities of the physiotherapy workforce.
- Contribute to the delivery of the CSP's corporate strategy.

Main duties and responsibilities:

1.	Contribute to the planning and delivery within the R&D team, that builds research capacity and capability within the physiotherapy profession.
2.	Provide professional leadership to the scientific programme for the annual physiotherapy conference which includes facilitating key stakeholders in the development of the conference themes.
3.	Provide professional expertise to the CSP conference organising team. Develop the scientific components of the programme, including Abstracts, Focus Symposium, Spotlights and networking.
4.	Embed quality improvement methodology into the annual delivery programme of PUK, so that the conference evaluation findings are enacted year on year.
5.	Continue to build on the diversity (in respect of all protected characteristics) of the conference, including themes, speakers and participants, ensuring that PUK is equitable and accessible to all members.
6.	Line management for administrator and programme co-ordinator within the UK conference team, which includes performance management, appraisal and identification of learning and development
7.	Build engagement with an expert steering group of physiotherapy representatives from research, clinical, service delivery and education sectors, to ensure the conference themes are reflective of population need, innovation and impact.

8.	Lead specific improvement projects to ensure that PUK reflects the values of the CSP – courage, integrity, inclusivity and learning to ensure the quality, reach and relevance to the workforce.
9.	Develop CSP links with external bodies and organisations to raise the profile of PUK as a vehicle to promote physiotherapy research and optimise opportunities for collaboration.
10.	Ensure the CSP's learning resources, that build members capability to engage with the conference are relevant and fit for purpose.
11.	Actively promote and ensure personal compliance with the CSP principles of equality and valuing diversity in all aspects of work.
12.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

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Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
Educational Requirements		
Postgraduate degree, or the demonstration of equivalent level of knowledge and skills.	E	A
Qualified physiotherapist.	E	A
Previous Experience		
Knowledge and understanding of physiotherapy practice, research and translating research into practice.	E	A/I
Leadership of a team to progress developmental and operational activity.	E	A/I
Experience of project management, business planning and budgeting.	D	A/I
Experience of conference content/programme development.	D	A/I
Professional/Technical and Occupational Requirements		
Registration with the Health & Care Professions Council (HCPC), or relevant regulatory body.	E	A/I
Member of the CSP.	E	A/I
A clear understanding of the current issues in Allied Health Professional (AHP) research.	E	A/I
Skills and Knowledge		
Demonstrates excellent written, verbal and presentational communication skills.	E	A/I
Demonstrates critical appraisal skills in terms of leading the conference Abstract review process.	E	
Excellent leadership and management skills, to work both across the organisation in a matrix style as well as direct line reports.	D	A/L
Uses knowledge and understanding of research processes, agencies, as well as research governance issues.	E	A/I
Capability to set priorities and to take responsibility for meeting deadlines.	D	A/I
Demonstrates excellent organisation and administration skills.	D	A/I
Demonstrates excellent project management.	E	A/I
Understands budgets and the budget setting processes, in order to make specific contributions.	D	A/I
Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook.	E	A/I
Other Requirements		
Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
An awareness of/commitment towards trade union principles.	E	A/I
Ability to undertake the travelling and unsocial hours required of the post.	E	A/I