



## **Job Description: Patient Research Coordinator**

### **Terms and Conditions**

<b>Salary</b>	£34,000 per annum (pro rata)
<b>Hours</b>	3 days per week
<b>Contract</b>	2 year fixed term contract (subject to funding)
<b>Working pattern</b>	Hybrid working, at least one day per week working from the Edinburgh office
<b>Reporting to</b>	CEO

### **Purpose of Job:**

The main purpose of the post is to develop and co-ordinate Prostate Scotland's Patient Research Project. The Project aims to develop a good understanding about the information, treatment, services available, experiences and support needs of men with bladder outflow obstruction (BOO) due to benign prostate enlargement (BPE) in Scotland and the impact this has on their lives.

The role includes desktop research, developing surveys and questionnaires as well as setting up focus groups, liaising closely with prostate patients, and clinicians. This work will inform and take forward the development of policy responses and solutions to help address key issues/concerns identified.

The role will also require liaison with key stakeholders, including organisations and individuals in the health and social care field and the creation of appropriate communication and influencing strategies to help deliver the policy solutions identified.

### **Main Duties and Responsibilities:**

- Develop and coordinate Prostate Scotland's understanding of the treatment of bladder outflow obstruction due to benign prostate enlargement in Scotland;
- Desktop research to gather existing data from various sources, analysing findings to evidence diagnostics and treatment delivery and availability across Scotland;
- Develop and undertake research into the views, perspectives of men with bladder outflow obstruction due to benign prostate enlargement in Scotland of their treatment and support needs;
- Develop and undertake surveys, questionnaires, focus groups and interviews with people with BOO/ family members/ carers/support groups;
- Summarise and present findings to members of the BPE Working Group, demonstrating progress and identifying key trends and findings as appropriate;
- Work with the team and the BPE Working Group, to enable the CEO to find areas for policy proposals addressing key issues affecting men with BPE;

- Support the CEO to develop communication strategies for key audiences
- Work collaboratively with the Prostate Scotland Team, BPE Working Group and Board members on taking forward this project;
- Act where relevant as an advocate and 'honest broker' of the identified prostate patient issues in Scotland;
- When asked represent Prostate Scotland at external events about research and policy issues affecting men with BPE. As the role develops you may be asked to undertake speaking and training engagements on these issues.
- Contribute to Prostate Scotland's materials and communications, where relevant drafting and developing bulletins, briefings on bladder outlet obstruction caused by BPE. Liaise and collaborate with the Information and Advice Manager on such bulletins.
- Keep up to date with developments and statistics and policy issues relevant to BPE.

## Person Specification

### Essential Experience:

- Demonstrated experience of co-ordinating or taking forward projects
- Demonstrated experience of desktop research and using social research techniques in a professional/work setting
- Experience of using research tools, such as SPSS and NVivo
- Experience of NHSS data sets to collect, analyse and present the data
- Experience of working with individuals and groups of individuals and moderating groups
- Experience of researching information and drafting reports

### Skills and Abilities:

- Skills in dealing with stakeholders and members of the public
- A demonstrated ability to work as part of and to manage a project
- Demonstrated teamwork/working as part of a team to deliver successful outcomes
- The ability to communicate with a diverse group of people
- The ability to work under pressure to tight deadlines
- Good communication skills
- The ability to travel across Scotland

### Desirable

- Knowledge of prostate disease and its treatments
- Experience of provision of health information and advice
- Experience of working with patient groups

Please note the successful applicant will be expected to apply for a PVG certificate

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work.

This job description will be reviewed during the annual appraisal process, and may be varied in the light of the changing business needs of Prostate Scotland. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post