



Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Research Support Officer (Isles of Scilly)		
Job Family:	Research & Evidence	Salary Grade:	4
Service:	People Directorate		
Political Restriction:	None		
Primary work location(s):	St Mary's (hybrid working potential)		
Working hours:	22.2 (0.6 FTE)	Standby duties:	None
Working pattern	3 days a week, 9-5, days to be agreed. 24-month Contract		
Managed by:	Head of Adult Social Care		
Line manager for:	N/A		
Financial accountability	N/A		
Date last reviewed:	05/02/2026		
Approved by (Director):	Sue Ross		

Role Purpose:

To improve the quality of life for the people of the Isles of Scilly by embedding a culture of research across the Council so that decisions are informed by robust evidence.

As a Local Authority Research Practitioner, you lead the development of research culture, capacity, and infrastructure across the Council of the Isles of Scilly (IoS), embedding evidence-informed decision-making and supporting the Council's ambition to become a research-active, public health-driven authority. This role is funded by the NIHR Specialist Centre for Public Health as part of the Local Authority Research Practitioner (LARP) programme.

Accountabilities:

Deliver awareness-raising activities and fieldwork engagement across the Council of the IoS to highlight the importance of research in decision-making and promote the value of being a research active organisation.

Conduct a baseline audit for the Council of the IoS of current research practice, partnerships, public involvement, and staff capacity and experience through a mixture of desktop research, surveys and interviews.

Understand barriers to research within the Council of the IoS amongst the workforce and identify opportunities to inform future research infrastructure and design.

Develop and co-produce a research capability and capacity building plan.

Develop a central repository for the Council of the IoS research activity and findings to inform decision-making.

Identify and pursue external research funding opportunities to apply to take forward research activities.

Build strategic and collaborative partnerships with colleagues across the Council of the IoS, local stakeholders, and wider academic networks to reduce social and health inequalities

Support and guide colleagues looking to engage with research across the Council of the IoS through networking, providing access to training and sharing knowledge and best practice alongside current legislation and guidance.

Effectively present research and analysis into clear, concise information for both technical and non-technical audiences in a variety of formats to aid understanding and inform decision making in the Public Health and Communities team. This may include presenting progress of fieldwork and activities at governance meetings, committees or public meetings.

Contribute to the sharing of best practice across other Local Authorities as part of a LARP network

Actively promote, support and contribute to the activity of the Specialist Centre for Public Health (SCPH) · Link with Public Health Engagement Leads (PHELs)

Undertake regular reporting to the SCPH (Newcastle University and Partners) to support the evaluation of the LARP roles and demonstrate impact on research capacity and capability in Local Authorities

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work	
To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.	
Potential Hazards & Risks	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or COUNCIL OF THE IOS vehicle)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/ repetitive bending / squatting / kneeling / crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Working on/ or near a road
<input type="checkbox"/> Manual cleaning/ domestic duties	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Continual telephone use
<input type="checkbox"/> Work with children or vulnerable adults	<input type="checkbox"/> Provision of personal care on a regular basis
<input type="checkbox"/> Working with challenging behaviours	<input type="checkbox"/> Potential exposure to blood or bodily fluids
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Face-to-face contact with the general public
<input type="checkbox"/> Regular work with skin irritants/ allergens	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work requiring hearing protection (exposure to high noise levels)
<input type="checkbox"/> Work with waste, refuse	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Other (please specify):	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Educated to degree level in a discipline relevant to applied research on wider determinants of health (e.g. epidemiology, public health, psychology, sociology, statistics, economics, urban planning, environmental science etc) or equivalent experience of conducting research.	Essential	A
Relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice and broader commercial awareness.	Essential	A and I
Experience of assessing workforce needs and developing strategies to address them.	Essential	A and I
Experience with working with partners across a local system (e.g., Universities, the Voluntary and Community Sector and other Statutory organisations such as the Police).	Essential	A and I
Understanding of local government, public health and the wider determinants of health.	Essential	A and I
Experience of influencing, negotiating and engaging with senior stakeholders, including championing the role of research and evaluation in the decision-making process.	Essential	A and I
Experience of providing complex and specialist advice, training and guidance to others.	Essential	A and I
Advanced knowledge of a wide range of applicable research methods, including approaches to identifying and critically appraising research evidence and its application and planning and evaluating interventions and governance processes.	Essential	A and I
Experience of data and statistical analysis using advanced ICT skills. Highlighting relevant trends or issues to managers in order to support informed decision making.	Essential	A and I

Experience in interpreting and communicating complex information to a range of audiences.	Essential	A and I
Ability to assimilate and analyse complex and sensitive information in an appropriate manner.	Essential	A and I
Ability to plan and organise own work, understand how their work relates to other processes and teams, and to manage conflicting demands and requests for information.	Essential	A and I
Ability to communicate effectively, influence and cause understanding in others, drawing on technical and specialist knowledge.	Essential	A and I
Understanding of research ethnics and governance.	Essential	A and I
Ability to problem solve and develop creative solutions.	Essential	A and I
Ability to work well under pressure.	Essential	A and I
Ability to contribute to the development of policy and procedures within own area using information and data from other partners across the local system.	Essential	A and I

Behaviours/values	Essential /desirable	Assessment Method

Other requirements	Essential /desirable	Assessment Method