JOB DESCRIPTION

JOB TITLE                  Research Analyst

REPORT TO                Head of Policy and Research

DIRECTORATE              Member Services

GRADE                    Adviser / Manager 1

OBJECTIVES OF JOB
To carry out qualitative and quantitative research to inform and support the work of the BDA. Provide expert advice and evidence on dentistry topics.

MAIN DUTIES & RESPONSIBILITIES

Research and analysis

- Plan, design, and coordinate qualitative and quantitative research to support BDA policy and campaign activity

- Plan and undertake analyses of qualitative and quantitative data using appropriate software

- Conduct research and analysis to underpin the BDA’s annual evidence submission to the Review Body on Doctors’ and Dentists’ Remuneration

- Conduct membership research, using appropriate research methods and techniques to consult with BDA members about issues that concern them

- Facilitate research and support evidence-based practice across the BDA; for example, by providing expert advice on research and evidence issues

- Design and carry out evaluations of BDA services and activities

Knowledge and evidence

- Carry out literature reviews and critically evaluate evidence on dentistry-related topics

- Maintain up-to-date knowledge of the main sources of data and evidence relating to UK dentistry, including dental market data
• Keep up-to-date with trends in the UK dental health care sector and developments in dental health policy

• When required, undertake Freedom of Information Act requests to obtain evidence or information from public authorities

Relationships

• Collaborate with BDA colleagues to ensure that evidence and research underpins the BDA’s policy and political activities

• Liaise with individuals and organisations commissioned by the BDA to carry out research or to provide expert advice on research-related issues

• Liaise and establish links with public-sector organisations from which the BDA obtains information

• Work with the BDA’s committees to identify their research and evidence needs

• Establish and maintain links with researchers and organisations involved in dentistry research

Communication

• Communicate the findings from BDA research and analysis to internal and external audiences, including the BDA’s committees

• Disseminate BDA research and analysis through the production of high-quality research reports, research briefings, articles in BDA publications, and other media, as appropriate

• Ensure that the research section of the BDA website is maintained and kept up to date

• Respond to internal and external queries on dentistry-related topics, including the dental market and the dental workforce

Other

• Undertake other duties as may be required
PERSON SPECIFICATION

The following skills and attributes are necessary:

- A first degree in a social-science subject
- A post-graduate qualification in economics, social research, public policy, or a health-related subject
- Interest in UK health care policy and in issues affecting health care in the UK
- Sound knowledge of the research strategies and methods used in either social or health research, including survey research methods
- At least three years’ experience of health, economic, or social research, including experience of coordinating research projects
- Experience of designing, planning, and conducting surveys
- Good knowledge of statistical methods and techniques used in the analysis of survey data
- Extensive experience in the management and analysis of large data-sets using statistical analysis packages such as SPSS
- Good understanding of the principles underpinning qualitative research
- Knowledge and experience of the methods used in analysing qualitative data
- Experience of writing research reports and disseminating research findings using a variety of media
- Able to communicate effectively, both orally and in writing
- Strong analytical skills
- Good problem-solving skills
- Excellent organisational capabilities
- Demonstrable initiative, enthusiasm and a pro-active attitude
- Excellent attention to detail
- The ability to work independently without supervision, as well as work as part of a team
- Commitment to continuing professional development
- Good negotiation skills
- Excellent IT skills

The following skills and attributes are desirable:

- Experience of carrying our surveys using online survey platforms such as or Smart Survey
- Some knowledge or experience in health economics
- Knowledge of the UK health care system
- Training or experience in the analysis of qualitative data using Nvivo or other qualitative analysis package

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