



Research and Outcomes Officer

(Fixed Term Contract)

July 2024

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Welcome from the CEO, Steve Jamieson



I am delighted that you have expressed an interest in the Royal College of Speech and Language Therapists (RCSLT). We are a team of supportive, compassionate, and collaborative professionals committed to creating a society that is **inclusive** of all with communication and swallowing needs.

Having joined the RCSLT in March 2023 as the new CEO, I am thrilled to be leading the organisation through its next phase of growth. Through support from our members, colleagues and Board of Trustees, we are well into our exciting journey towards achieving our [strategic five-year plan 2022-2027](#) while ensuring that the RCSLT continues to be a **great place to work**.

Everyone who works at the RCSLT plays a key role in **delivering excellence to our members**. As the voice of speech and language therapists in England, Northern Ireland, Scotland and Wales, we are looking for highly motivated and talented people who are passionate about the work of the RCSLT and can align with our [Vision, Mission and Values](#).

We aim to be an employer of choice and a high performing organisation where people feel valued, heard, and supported to achieve their full potential. We want to make sure that all our employees have the resources and tools they need to enable them to thrive and deliver their best work.

More about the RCSLT

We are the Royal College of Speech and Language Therapists, a professional body for speech and language therapists in the United Kingdom (UK). We support and represent just under 22,000 members. We have offices in London, Belfast, Edinburgh, and Cardiff. We employ approximately 75 employees, primarily based in London with hybrid working arrangements and homeworkers.

Our vision: A society that is inclusive of all with communication and swallowing needs.

Our mission: is to enable better lives for people with communication and swallowing needs. How do we do this? By facilitating and promoting research, producing guidance, holding events, and influencing government. We promote better education and training for speech and language therapists and provide information to our members and the public about speech and language therapy.

How we work: [Our governance and leadership](#)

Our values:

- **Accountable** – we take responsibility for our actions and value constructive, kind and honest feedback.
- **Belonging** – we build a sense of belonging together by valuing equality, diversity and inclusion in all that we do.
- **Integrity** – we are honest, transparent, and trustworthy.
- **Professional** – we are competent, innovative, reliable and effective.
- **Compassion** – we create compassionate and supportive connections, working together as one team through successes and challenges.
- **Empowerment** – we are empowered to try new things and learn from mistakes, so we grow professionally and personally.


Equality, Diversity, and Inclusion

We are proud to be an equal opportunities employer. We are committed to equality, diversity, inclusion and creating better lives for all. As an organisation, we strive to build an inclusive working environment where opportunities are open to all, diversity is celebrated and valued, and everyone is treated with respect. We aim to embed ED&I practices throughout our recruitment and selection procedures and welcome applications from candidates regardless of their age, disability, neurodiversity, religion or belief, gender identity, sexual orientation, ethnicity, or race. To learn more about our journey to becoming an anti-racist profession, please see:

- Black Lives Matter statement
- Diversity, inclusion, and anti-racism: resources, guidance, and updates
- The anti-racism forum

So, if you are excited by the work of the RCSLT and would like to know more about our current vacancy, please read through our recruitment pack below for more details. Should you require further information about other current vacancies at the RCSLT, please contact our **People Team** on hr@rcslt.org. We look forward to receiving your application.

Kind Regards,



Steve Jamieson MSC BSc (Hons) RN
Chief Executive Officer

The Role

Job Title: Research and Outcomes Officer

Reports to: Head of Research and Outcomes

Hours: 3 days (21 hours per week)

Location: Remote or office-based (or hybrid conditions)

Contract type: Fixed term contract, ending August 2025.

Key Relationships: Head of Research & Outcomes, Director of Professional Development and Outcomes and Research Manager.

Scope and Limits of Authority

Reporting to the Research Manager, the Research & Outcomes Officer has delegated responsibility for a number of RCSLT Research & Outcomes projects. The post holder will also support other RCSLT teams, members and external bodies as delegated to provide clinical and research advice.

What are the Main Responsibilities?

Main Responsibilities as Research and Outcomes Officer

- Delegated responsibility for a number of RCSLT Research & Outcomes projects.
- Delegated responsibility for maintaining and developing specific RCSLT Research and Outcomes networks.
- Respond to enquiries from RCSLT members, staff and other stakeholders on a variety of research-related issues.
- Provide evidence-based advice to RCSLT members, staff and other stakeholders on a variety of clinical and professional issues.

The Research & Outcomes Officer will support the RCSLT Research & Outcomes team with the following:

- Development and management of RCSLT Research & Outcomes resources.
- Support the dissemination of evidence by helping to search for, identify and synthesise any areas of emerging research.
- Undertake project support or management and research as delegated by the Research Manager or Outcomes & Informatics Manager. This may involve e.g. project planning, facilitating member and patient-and-public involvement, data collection, data analysis, dissemination and impact monitoring.

The Research & Outcomes Officer will support the wider Professional Development and overall RCSLT teams with the following:

- Support programmes of work as delegated by the Research Manager and Outcomes & Informatics Manager.
- In collaboration with a project coordinator, coordinate and develop responses to consultations with member input.
- Support other RCSLT teams (i.e. projects, communications and policy) in identifying, accessing, understanding and applying research evidence.
- Delegate appropriate tasks to the Project Assistant.

Confidentiality

The post holder must uphold the principles of confidentiality with member and organisational information.

Diversity and Equality

Post holders must always fulfil their responsibilities regarding RCSLT equal opportunities policy and equality laws.

What We Need From You?

Knowledge & Qualifications

- Speech & Language Therapist qualification
- Current member of the RCSLT
- Good clinical & professional knowledge of SLT
- Good knowledge of evidence-based practice
- Knowledge of research, outcome measures and improvement approaches
- Good understanding of the remit of the professional body

Experience

- Carrying out literature searches and synthesising evidence, using a recognised referencing system
- Critical appraisal of evidence and application of evidence to practice
- Carrying out evaluation of clinical practice using outcome measures, data analysis, service evaluation, audit, quality improvement and/or research
- Verbal and written presentation of the evidence base, evaluations and/or research
- Managing multiple on-going tasks and processes
- Working collaboratively as part of a team environment in health, education or social care
- Experience carrying out or contributing to research and/or audit, service evaluation, or quality improvement initiatives
- Experience and/or knowledge/skills in project management
- A proactive, collaborate approach and experience managing multiple stakeholders

Skills and Abilities

Organisation and planning

- Able to prioritise and organise tasks across different projects to effectively meet the demands of ongoing work as well addressing reactive unanticipated tasks, such as wider organisational work and/or queries from contacts
- Able to collate and organise large amounts of information clearly and methodically

Communication

- Able to work collaboratively within a team and with wider networks of colleagues and external contacts
- Able to provide guidance to others that is appropriate to their needs and concerns, including signposting to sources of information
- Excellent verbal and written presentation skills to enable effective communication with a wide range of different audiences, adapting the means and style of communication as required

Problem solving & analytical abilities

- Able to critically appraise and synthesise different sources of evidence to produce clear and concise summaries
- Able to analyse and summarise qualitative and quantitative information, present this information clearly to others and use this information to inform further work

Technology

- Able to use online databases and web-based technologies to conduct literature searches
- Able to use Microsoft PowerPoint; Excel, Word, PowerPoint, and/or other document management systems
- Able to produce resources in relation to projects e.g. posters, infographics
- Able to use social media effectively to disseminate information

Personal Qualities

- Commitment to driving forwards evidence-based practice and research and enabling others to deliver evidence-based services to improve outcomes for service users
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work
- Commitment to the aims and charitable objectives of the RCSLT
- Willingness to travel across the UK, with overnight stay occasionally, when required

Other: Occasional travel within the UK if required.

What Will You Receive?

Salary range: London-based salary £41,811 per annum FTE, and non-London based salary £37,314 per annum FTE (salary to be on a pro-rata basis) + Excellent Benefits.

Probationary period: 3 months.

Generous annual leave entitlement: 33 days paid holiday (including bank holidays) which increases with service plus additional closure days between Christmas and New Year.

Pension scheme: Stakeholder pension contribution of 9% from the RCSLT.

Employee Assistance Programme: Access to a free, 24/7 completely confidential telephone helpline for all employees and their family members.

Life Assurance: Group life assurance scheme which pays out 4x salary in the event of death in service.

Other employee benefits include:

- Access to **training and development** opportunities
- **Flexible working/hybrid working** arrangements.
- **Season Ticket Loan** scheme.
- **Cycle to Work** scheme.
- **Family friendly** policies and procedures including enhanced maternity and paternity leave and pay.
- **Occupational Sick Pay** scheme
- **Eye care** voucher scheme
- Opportunity to become a member of our **affinity groups** and more!

How to Apply

Closing date for applications: Close of Business, Friday 23 August 2024.

Interview to be held virtually via Microsoft Teams between the 9 – 10 September 2024. The interview will also include a task and a short presentation, those who are shortlisted will be provided with more information.

Your application should consist of:

1. A full **CV** including the names and addresses of two referees (at least one should be from your current/most recent employer). Referees will not be approached until the final stages and not without your consent.
2. A **cover letter** of no more than 2 sides of A4 detailing why you are interested in joining RCSLT as the Research and Outcomes Officer and how your skills and experience meet the essential criteria of the role. (Please note that for your application to be considered you need to submit both your CV and cover letter).
3. Completed applications should be submitted through our **online** recruitment portal Personio. **Note:** The successful candidate must have the right to work in the UK.

Should you wish to discuss the role in strict confidence, or for more details about the role and to apply, please visit our website, or contact Amit Kulkarni, Head of Research & Outcomes, or Caroline Bagnall, Research Manager, if you have any questions amit.kulkarni@rcslt.org / caroline.bagnall@rcslt.org.

If you require clarification on any aspect of the application and recruitment process, please use the email address above and we will support you with this.

Our Commitment to Equality, Diversity, and Inclusion

As an equal opportunity employer, the RCSLT is committed to a workforce that is valued and reflects the diversity of the community from which it serves. We aim to embed equality, diversity, and inclusion practices throughout our recruitment and selection procedures. We strive to ensure everyone is valued equally for their contribution, experience, knowledge, and skills. We welcome applications from candidates of all different backgrounds.

The Royal College of Speech and Language Therapists (RCSLT) is the professional body for speech and language therapists in the UK. As well as providing leadership and setting professional standards, the RCSLT facilitates and promotes research into the field of speech and language therapy, promotes better education and training of speech and language therapists, and provides its members and the public with information about speech and language therapy.

rslt.org | info@rslt.org | [@RCSLT](https://www.instagram.com/RCSLT)

