

## **UHS Research Leaders Programme (RLP)**

### **Research Advisor Role Descriptor**

#### **Definition**

The RLP Research Advisor (RA) acts to support an RLP Awardee to achieve their research goals. They are not a supervisor, but rather an experienced guide and mentor, and the main contact point for the Awardee about their research programme and career development plans or study portfolio development.

The RA will assist the RLP Awardee to develop an annual Research Development Plan (RDP) and will help to review an individual's progress against the RDP. Progress will be reported to the RLP team by the RLP Awardee on a six-monthly basis, via an online form.

#### **Process for RLP Onboarding**

The process for Onboarding of new Awardees (Cohort 2 and successive Cohorts) will take the following form:

#### ***RLP Awardee starts in programme:***

For Cohort 2 this is 1 October 2022, for Cohort 3 this will be 1 April 2023, for Cohort 4 this will be 1 April 2024 and so on.

##### **➤ *Cohort Launch Event***

It is expected that both the RLP Awardee and the RA attend the launch event. This usually takes place within the first month of the RLP Cohort starting. The Launch Event allows both the Awardee and the RA to learn about the RLP Programme, what is offered, and what is expected.

##### **➤ *Initial goal-setting meeting***

The RLP Awardee should meet with their RA within a 1-month period following the Launch Event. At this meeting they should define goals for the first year of the programme i.e., Research Development Plan or RDP.

##### **➤ *Baseline report***

This should be submitted by the RLP Awardee to the RLP team (when requested, at around 6-8 weeks into the programme, and following the Initial goal-setting meeting, by online form). This exercise records current (and recent) research delivery and/or clinical academic activities, and the RDP.

➤ **Individual scoping review**

To take place following the RA RDP and submission of the baseline report – at around Month 3, of Year 1. This meeting will last for 1 hour, and will include the RLP Awardee, RA, and an RLP Facilitator.

1. The RLP Awardee and RLP team will meet in private for the first 30 minutes, to provide a safe space for discussion of any issues that have been identified thus far. Any issues highlighted will be kept confidential between members of the RLP team.
2. Issues the Awardee does not wish to be disclosed to the RA will remain in confidence between the Awardee and the RLP team.
3. The RA will join the meeting for the last 30 minutes, when an overall discussion of training and development needs will take place.
4. Once every member of a cohort has completed their individual scoping review, a meeting will be held between the Facilitators and RLP Programme Lead to discuss each individual's needs and how these integrate with the overall needs of the cohort.

➤ **Beyond the individual scoping review**

The RA is expected to meet with the RLP Awardee at least quarterly, but more frequently as determined by the RDP goals.

These meetings are times to talk about a range of issues including:

- Goal progress and any revisions needed.
- Identifying and pursuing resources, support, and emerging development needs
- Relevant funding and/or career opportunities
- Sharing experiences in similar contexts
- Exploring the impact of the RLP experiences so far on research leadership development

Further development meetings with the RLP facilitator and/or team may be arranged as these are required. Ad hoc 1:1 meeting with a RLP advisor can be requested via email at any point in the programme, should Awardees wish to discuss any issues that might arise between reviews. Contact the RLP Team at [RLP@uhs.nhs.uk](mailto:RLP@uhs.nhs.uk).