



To view the job description for this role, please click here – (link to easy-read)

To watch a video describing this role, please click here – (link to easy-read)

If you have any questions about the job, or your application, or would like any assistance in applying, please contact IDRIS Institute Manager Alexander White at a.white.2@bham.ac.uk

Position Name	Research Associate (Lived Experience)	
College/Budget Centre		
Position Number (if Known)		
Proposed Grade	Grade 6	
Reason for grading request		New role : - If comparator role exists please give post title / number:
		Regrade for existing postholder
Background		
<p>We are part of the 'Intellectual Disabilities Research Institute'. We call it IDRIS.</p> <p>IDRIS is a group of researchers at the University of Birmingham.</p> <p>IDRIS does research to help people with learning disabilities.</p> <p>IDRIS does research to help the families of people with learning disabilities.</p> <p>Lots of things are unfair for people with learning disabilities and their families.</p> <p>Our research aims to make things better for people with learning disabilities and their families.</p> <p>IDRIS works with services (like schools and hospitals).</p> <p>IDRIS works in partnership with people with learning disabilities.</p> <p>Partnership means making choices together.</p> <p>The ideas that people with learning disabilities have are important.</p> <p>People with learning disabilities help IDRIS with research in lots of ways:</p> <ul style="list-style-type: none">• People with learning disabilities help IDRIS choose the right questions to ask in research.• People with learning disabilities help IDRIS plan the research.• People with learning disabilities help IDRIS do the research• People with learning disabilities help IDRIS share what we learn from the research in ways that are easy to understand. <p>IDRIS wants somebody who has a learning disability to join our group of researchers.</p>		

You will share your experiences of having a learning disability

- In this job, you will speak up for people with learning disabilities.
- In this job, you will work together with other people to do research.
- In this job, you will lead a group of people with learning disabilities who give advice to researchers.

You do not need a school or university qualification to do this job.

You must have done work like this before:

- You must have shared your experiences of having a learning disability to help others in a paid or unpaid job.
- You must have worked in **advocacy** (speaking up for people), **policy** (helping make rules), or **research** (helping find out new information).

Summary of Role

This job is about helping with research. You will help by sharing your experiences as a person with a learning disability.

You will work with researchers together in a way that is called **co-production**.

Co-production means working together to do better research:

- In co-production, everybody works together as equals.
- In co-production, everybody shares their ideas and makes decisions together.

Co-production makes research better because it **includes** the ideas, needs, and experiences of people with learning disabilities.

This position has a genuine occupational requirement under *paragraph 1, Schedule 9, Equality Act 2010*, that only applicants with a learning disability can be considered. This is due to the nature of the role, which involves sharing lived experiences as a person with a learning disability and working together with researchers in a way that is called co-production

Main Duties / Responsibilities

Some of the ways that you will help in research are:

- You will be in charge of meetings that people with learning disabilities have, and you will give everybody a chance to speak up.
- You will help people to understand why researchers, staff, and policy makers need to learn directly from people with learning disabilities.
- You will help create and plan new research.
- You will help us to write about what we want to do so that we can get money to do our research.
- You will offer training and give advice to teams of other researchers in the University of Birmingham.
- You might offer training and give advice to people who do **not** work at the University of Birmingham.
- You will help us to understand the information that we collect in research.
- You will have a lead role in helping people to understand our research. You will help write reports that are easy to understand.

- You will help us to help people with learning disabilities get involved in research.
- You will give help and advice to staff and students who are helping with research.
- You will set a good example for others by treating everybody fairly and kindly. You will respect everyone's differences and include them to make work a place where everyone feels welcome.

Person Specification

You can apply for this job if you have a learning disability.

You must have done work like this before:

- You must have shared your experiences of having a learning disability to help others in a paid or unpaid job.
- You must have worked in **advocacy, policy, or research**.

You must be able to clearly explain information to people with learning disabilities.

You must know about [The Equality Act 2010](#). There are [nine protected characteristics](#). These include things like disability, age, and race. You can click on both of these for more information.

You must make sure that everybody is treated fairly and kindly.

It would be helpful if you had done a course about working in research or advocacy. **It is ok to apply for this job if you have not** done a course.

The above information will form the Further Particulars for the role. The following should all have been addressed under the various sections.

- Who, and in what ways the post-holder is required to communicate with others
- The type of problems the post-holder will face, and the ways they will deal with these
- The ways in which the employee will be expected to organise themselves and others.
- The responsibilities the post-holder will possess.

It is likely that these will be reflected in the above sections. If any of these 4 areas are not reflected fully above and you feel that this would not be appropriate for them to appear in the Further Particulars for the role, please detail them here.

Section 2 - For HR use only

Either a) Similar Post has already been graded

Post Title (& Number)	
I confirm I have reviewed this Job Description against the above role and that there are no material differences that would affect its grading.	
Name	
Date	

Or b) Post requires grading

Job Family Framework used		
	Proposed band/grade	Rationale for proposed band/grade
Knowledge		
Skills and experience		
Communications		
Dealing with problems		
Organisational skills		
Responsibilities		
Overall proposed band/grade and rationale		
Evaluation: I have ensured the quality of the job description, I propose the above band/grade, and I have evidence to demonstrate this grading to be consistent and fair		
Name		
Date		
Evaluation 2nd Check: I confirm that I have ensured the quality of the job description, propose the band/grade and have evidence to demonstrate this grading to be consistent and fair		
Name		
Date		

Guidance

What is the purpose of this form? This form is designed to provide us with the information that we require to advertise your vacancy. As this is our standard template, please always ensure that you use this when you have a role that needs to be filled. Be mindful that the information you provide will also form the basis for job evaluation purposes and establishing the salary for a post. You may also be using this form to request that the salary for an existing member of staff is re-graded.

What happens next? You can complete the form whilst you are waiting for the post to be approved. Once completed, please return the form to HR (Recruitment Team). The vacancy will be advertised once all the information and approvals have been received.

How do I complete the form? The form should be completed in one font and format throughout. Please see below guidance for each section of the form. Please note that further detailed guidance can be found on our intranet page – [Guidance on writing job descriptions](#).

Position Name – We wish to aim to keep position titles as simple, accurate and consistent as possible to facilitate a candidate's job search. When deciding on a new position title, think about the words candidates are most likely to use to search for your vacancy.

Department – Please confirm the College/Budget Centre within which the position will sit.

Position Number - Your position will be assigned with a unique position number by HR. If this is a replacement, then the new incumbent will assume the current post holder's position number, otherwise a new position number will be created.

Proposed Grade – For all new positions, HR will use the information provided to evaluate the role and establish the appropriate band/grade using the appropriate framework. For existing positions, HR will review the information provided and re-evaluate if required (if post graded more than 12 months ago).

Reason for grading request – For example, re-grade of an existing post-holder.

Background – Please provide an insight into the department and its relationship to the wider University and the reason for the vacancy.

Summary of Role – Use this section to summarise the main reasons for the position and the intentions of the role. You may find it easier to write the summary after you have completed the rest of the template including the main duties and required knowledge, skills and experience.

Main Duties/ Responsibilities - In this section you should illustrate the significant details and responsibilities of the job. This will provide an overview of the role but will not go into high level detail. You should clarify what the post holder will do and what/ who they are responsible for. Try to keep the language simple and avoid acronyms and abbreviations to appeal to a wider audience.

Person Specification - The person specification should be completed to show the key knowledge, skills, qualifications and experience required to perform the role effectively. In addition to facilitating the recruitment process, the information provided may also be used for other HR purposes such as job evaluation and re-organisations so it is essential to get this right.

Further detailed guidance can be found on our intranet page – [*Guidance on writing job descriptions*](#)