Trainee Statisticians

**Department:** York Trials Unit | Department of Health Sciences

**Hours of work:** Full time | 37 hours per week

**Contract type:** Fixed term | up to 2 years

**Salary:** Grade 5 | £27,131 - 33,314
Main purpose of the role

York Trials Unit are seeking 2 enthusiastic individuals with a strong quantitative background and an interest in pursuing a career in health services research. You will carry out statistical analyses of trials and write summary reports, under the supervision and direction of a senior statistician, while developing your skills through undertaking further supported postgraduate study. YTU will support you in completing a part-time MSc in Medical Statistics, or should you already hold equivalent postgraduate qualifications, then you will be supported in completing other relevant training offered both internally within the University and externally. You will require a basic knowledge of statistical computing, and are expected to hold a good first degree in a relevant, quantitative subject and demonstrate a knowledge and understanding of statistical methods associated with trials.

- To conduct statistical analyses and associated statistical programming for checking, manipulating, analysing and summarising data, under the direction of a senior statistician
- To assist with checking the quality of data collected and raise/resolve queries with trial coordinators or data managers for any data anomalies
- To provide on-going statistical advice during the development and conduct of studies with support from senior colleagues
- To assist with undertaking methodological research around the conduct and analysis of trials.

Main

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. **Role Specific Responsibilities**
   - Conduct routine statistical analyses and undergo training in more advanced methods
   - Conduct basic statistical programming and undergo training in more advanced programming
   - Undertake data cleaning and validation, including responsibility for raising queries for anomalies and missing data with trial coordinators
   - Perform checking and validation of basic statistical programming
   - Assist with teaching Health Sciences postgraduate students
   - Contribute to the Trials Unit administration: production of internal procedures and statistical system documentation
   - Liaise with trial managers and data managers to manage statistical and analytic aspects of studies and ensure data quality and health economists to ensure consistency of clinical and economic analysis
   - Contribute to the publication and dissemination of research findings in refereed journals
   - Help develop and conduct methodological work around the conduct and analysis of randomised controlled trials
   - Assist with organisational and administrative activities, including conference organisation, departmental meetings, attending other committee and working groups and supporting the development or promotional or educational material

2. **University of York Responsibilities for Grade 5**

**Service and Operational Delivery**

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

**Continuous Improvement**
- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

**Specialist Contribution**
- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

**Governance and Oversight**
- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

**Planning and Organisation**
- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
### Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Undergraduate degree in a relevant quantitative subject or, exceptionally, substantial experience at an equivalent level</td>
<td>Essential</td>
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<td>Willingness to undertake further postgraduate study at the relevant level</td>
<td>Essential</td>
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<td>A basic understanding of randomised controlled trials and their use in health research</td>
<td>Essential</td>
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<td>A basic knowledge of how to design and analyse data from randomised controlled trials</td>
<td>Essential</td>
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<td>An ability to undertake basic statistical programming and a working knowledge of SPSS, STATA, R or an equivalent statistical package</td>
<td>Essential</td>
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<td>Ability to undertake, under supervision, basic data analysis of research relevant to randomised controlled trials (e.g. regression)</td>
<td>Essential</td>
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<td>A good understanding of how quantitative research data are presented and interpreted</td>
<td>Essential</td>
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<td>Experience of managing and analysing data and experience of summarising data in report format (as part of a BSc or MSc course)</td>
<td>Essential</td>
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<td>Ability to explain statistical concepts in simple terms to individuals from non-technical backgrounds</td>
<td>Essential</td>
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### University of York Person Specification for Grade 5

#### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

- Manage small-scale projects  
- Gather, analyse, interpret and report data/information  
- Use digital technologies including Google applications and/or Microsoft Office  
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools

#### Behaviours:
<table>
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<tr>
<th>Skill</th>
<th>Requirement</th>
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<tr>
<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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