Job Description

Research Assistant (IBD)

Salary: Grade 6
Contract: Part time, 0.6FTE, fixed term until 31 March 2028
School/Department: Kent and Medway Medical School
Location: Canterbury Campus
Responsible to: Senior Lecturer in Health Sciences

Kent and Medway Medical School

KMMS welcomed its first students in 2020 and achieved full GMC accreditation in 2025. Our mission is to widen participation, train excellent doctors, and improve health in Kent and Medway. We deliver a five-year undergraduate programme and a growing portfolio of postgraduate study, including the MSc in Clinical Education and Physician Associate Studies.

Equity, Diversity and Inclusion

KMMS is proud to have a diverse and inclusive community of students and staff. We welcome applications from members of all the non-majority parts of our community and KMMS is committed to fair treatment and to ensuring that the learning and working environment is supportive and inclusive to all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's core values.

Job purpose

We are seeking a motivated and technically skilled Research Assistant to join Kent and Medway Medical School and the Kent IBD Research Collaborative, a joint academic and clinical initiative bringing together expertise in gastroenterology, colorectal surgery and translational science to improve the care of patients with inflammatory bowel disease (IBD).

Led by Mr Giuseppe Preziosi, Consultant Colorectal Surgeon and Dr Paul Blaker, Consultant Gastroenterologist, the Collaborative delivers a broad portfolio of research spanning Crohn's disease and ulcerative colitis. Our work includes clinical and translational research, digital health, service evaluation, clinical trials, quality improvement, and multidisciplinary projects designed to improve outcomes for people living with IBD and address health inequalities in the region. Ad-hoc projects can also be considered, depending on the candidate interests or other available projects in the Department.

The Collaborative is committed to developing the next generation of clinical researchers and provides an intellectually stimulating, supportive and collaborative research environment.

We are seeking an enthusiastic, organised and motivated Research Assistant to become an integral member of the Kent IBD Research Collaborative. This is an exciting opportunity to work alongside clinicians, academics and researchers within one of the region's developing multidisciplinary IBD research programmes. The successful candidate will contribute to all stages of the research process, from study conception and regulatory approvals through to data collection, statistical analysis, publication and dissemination of findings.

The post holder will support a growing portfolio of local, national and international research projects and will have the opportunity to develop practical skills in clinical research methodology, research governance, scientific writing, grant development and academic collaboration. The role would particularly suit an individual considering a future career in academic medicine, biomedical research, gastroenterology, colorectal surgery or clinical trials.

Key accountabilities

- Support the delivery of a diverse portfolio of medical and surgical IBD research projects, e.g. by planning, preparing, setting up, conducting and analysing research
- Organise and coordinate research activities including recruitment events, contribute to data collection and follow-up of participants
- Write up and disseminate project outputs and engage with collaborators
- Liaise with a network of collaborators and stakeholders working on projects
- Provide student research support

Key duties

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Undertake administrative tasks associated with the Collaborative, including the planning and organisation of research activities and the implementation of procedures required to ensure accurate and timely reporting
- Support prospective, retrospective and translational research studies
- Identify eligible participants through clinical databases and multidisciplinary meetings and assist with patient recruitment, consent and follow-up where appropriate
- Support and prepare research ethics and research governance applications as appropriate
- Carry out research recruitment administration, involving the organisation, promotion, and publicity of various events (to include flyers, websites, social media).
- Conduct literature and database searches
- Review and synthesise existing research literature within the field
- Plan own day-to-day research activity within the framework of the project including implementing participant feedback.
- Analyse and write up results of research
- Generate research outputs and contribute to the development of independent and original ideas as appropriate
- Collect and maintain demographic, clinical, endoscopic, radiological, pathological and operative data
- Clean and prepare datasets for research (data management)
- Liaise and communicate daily with colleagues about research, including attendance at regular lab meetings
- Help with organising and presenting information on research progress and outcomes to Principal Investigators and collaborating partners
- Organise research meetings, visits and collate meeting record
- Monitor study progress and support timely completion of project milestones

Internal & external relationships

Internal: Director of Research and the wider research team. This post is situated within the KMMS research group which encourages interactions in a dynamic interdisciplinary research environment. Academic and professional services staff within the Medical School as well as London South East University Group and Canterbury Christ Church University.

External: This role will work with a variety of specialists in clinical spaces, including consultant gastroenterologists, consultant colorectal surgeons, IBD specialist nurses, research nurses, dietitians, pathologists, radiologists, biostatisticians, laboratory scientists, medical students.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to occasionally travel in a timely and efficient manner between campuses as well as partner sites in London and the Kent region
- There will be a requirement to work evenings and weekends

Due to the requirements of participants, who may be shift workers, there will be a need to work some weekends and evenings. The post holder will be expected to offer flexibility in their approach and adapt to meet the needs of our participants.

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- A first class or upper second-class bachelors degree in Biomedical Sciences, Life Sciences, Medicine, Nursing or another relevant discipline (A, I)
- Previous experience in scientific research (A, I)
- Previous research experience using digital technologies (A, I)
- Knowledge of statistics and data analysis (A, I)
- Excellent organisational and time management skills (I)
- Proven ability to communicate effectively with range of different people including colleagues, collaborators, senior professionals, and students (A, I, T)
- Ability to demonstrate exemplary attention to detail and an organised approach to recording, storing & managing data acquired, research measures and equipment (I)
- Report and scientific writing skills (A, I, T)
- Flexible and problem-solving approach to work (I)
- Excellent team working skills (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Previous experience in clinical or translational research (I)
- A commitment to your own continuous professional development (I)
- Experience with clinical databases such as REDCap (I)
- Knowledge of research governance and Good Clinical Practice (GCP) (I)
- Experience preparing ethics or IRAS applications (I)
- Experience with statistical software (SPSS, R or Stata) (I)
- Scientific writing experience (I)
- Previous publications or conference presentations (I)

- Experience working within gastroenterology, colorectal surgery or inflammatory bowel disease research (I)
- An interest in pursuing a career in academic medicine or clinical research (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage