

# Job Description

## Research Assistant

<b>Salary:</b>	Grade 6
<b>Contract:</b>	Full time, fixed term
<b>School/Department:</b>	Kent and Medway Medical School
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Professor Sukhwinder Shergill

### Job purpose

The Research Assistant will join the Kent and Medway Medical School research group, contributing to a new programme grant funded by the Wellcome Trust, **'Sleep and circadian health disturbances in psychosis and depression: the cascading impacts of impairments in cognitive control.'**

Working under the supervision of Professor Shergill, the Research Assistant will support this project by organising research activities, disseminating information and contributing to creative outputs.

### Key accountabilities

- Undertake research, e.g. by planning, preparing, setting up, conducting and recording the outcome of experiments
- Organise research activities including recruitment events, contribute to data collection and follow-up of participants
- Work on and disseminate project outputs and engage with collaborators
- Liaise with a network of collaborators and stakeholders working in the project
- 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 research project, including the planning and organisation of the project and the implementation of procedures required to ensure accurate and timely reporting
- Provide support to Patient and Public Involvement projects
- 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.
- Write up results of own research
- Generate research outputs and contribute to the development of independent and original ideas as appropriate
- Clean and prepare datasets for research (data management)
- Liaise and communicate daily with colleagues about research, including attendance at regular team 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 records

## Internal & external relationships

**Internal:** Professor Sukhi Shergill. 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, Division of Natural Sciences and wider University.

**External:** Other partners in the project from Canterbury Christ Church University, King's College London, the University of Liverpool, collaborative partners within the KMMS research group, and a wide range of health and social care partners in the Kent and Medway area.

## 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

## 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 masters or equivalent degree in social or behavioural sciences or a closely-related discipline or equivalent (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)
- Strong organisational skills, excellent 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 clear attention to detail and an organised approach to recording, storing & managing data acquired. (I)
- Report and scientific writing skills (A,I,T)
- Flexible and problem-solving approach to work (I)
- Good team working skills (I)
- Excellent IT skills (e.g., word processing, Outlook, spreadsheets and others) (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

### Desirable Criteria:

- Ability to generate new research ideas (I)
- A commitment to your own continuous professional development (I)

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