

## 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>	KMMS Co-Director of Research



### Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of 108 pioneer students in September 2020. Our vision for KMMS is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Lead by its Founding Dean, Professor Chris Holland, the School offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

**The University of Kent** is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

**Canterbury Christ Church University** has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

### Equity, Diversity and Inclusion

We welcome applications from members of all the non-majority parts of our community and KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for 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 commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

### 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 including managing the inventory of research equipment
- 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, KMPT, SLAM, 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

- Ability to 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 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, 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)
- 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)
- Previous experience in multicultural research environments (I)
- Previous experience in research involving vulnerable populations (I)
- Previous experience in field studies (I)

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