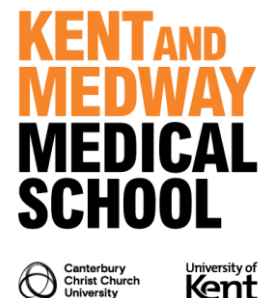


Job Description

Research Assistant

Salary:	Grade 6
Contract:	Part time, fixed term
School/Department:	Kent and Medway Medical School
Location:	Canterbury Campus
Responsible to:	KMMS Director of Research



Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of students in September 2020 and achieved full GMC accreditation in 2025. Our vision is to become a beacon for first-class medical education and research and to attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help keep this talent in Kent and Medway. 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. 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.

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 commitment to equality and diversity.

Job purpose

The Research Assistant will join the Kent and Medway Medical School research group, contributing to a new programme of research focussed predominantly on projects involving scanning human participants using the Hyperfine low-field MRI scanner.

Working under the supervision of Professor Sukhi Shergill and Dr Jo Rodda, the Research Assistant will support this programme by organising the setup, coordination, and execution of research activities, disseminating information and contributing to 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.

- **Initial Project Setup:** Assist with the foundational setup of research projects, including creating operational documentation, risk assessments, and resource planning.
- **Process Development:** Help create and refine administrative processes to improve project efficiency and compliance.
- **Subject Recruitment:** Carry out research recruitment administration, involving the organisation, promotion, and publicity of various events (to include flyers, websites, social media).
- **Subject Assessments:** Carry out research assessments and scanning for studies.
- **Researcher Support:** Provide ongoing guidance and logistical support to researchers throughout the project lifecycle. 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.
- **Communication & Liaison:** Serve as the main point of contact between collaborators, scanner users, and support staff. Ensure timely communication and follow-up on project-related matters. Liaise and communicate with colleagues about research, including attendance at regular team meetings.
- **Inbox & Meeting Management:** Oversee shared inboxes related to the research project and attend relevant meetings. Handle associated admin tasks and ensure coordination is maintained.
- **Participant Scheduling & Scanning:** Coordinate scheduling of participant appointments and oversee the logistics of scanning sessions, ensuring participant management is efficient and smooth and data handling procedures are followed.

Internal & external relationships

Internal: Professor Sukhi Shergill and Dr Jo Rodda. 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 with human participants (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:

- Familiarity with participant coordination and/or scanning procedures (MRI, fMRI, EEG etc.).
- Comfortable using project management tools, spreadsheets, and scheduling platforms.
- Ability to generate new research ideas (I)
- Previous experience in multicultural research environments (I)
- Previous experience in research involving vulnerable populations (I)

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