

# 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 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.

KMMS is now actively developing its research activity and looking for individuals to support that process.

### 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 the development of clinical research projects and grants.

Working under the supervision of Professor Sukhi Shergill, the Research Assistant will support research projects by contributing to literature searches, study design, participant recruitment and assessment, analysis, writing and disseminating information and contributing to creative outputs, as well as supporting on KMMS grant development.

### Key accountabilities

- Undertake research, e.g. by planning, preparing, setting up, conducting and analysing research
- Organise 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 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
- Analyse and write up results of 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
- Working with machinery
- Prolonged physical/manual work/Manual handling
- Conflict resol
- 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 first class bachelors degree in 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 and interest in generating 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 clinical populations (I)
- Previous experience in multidisciplinary studies (I)

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