ROLE PROFILE

Job Title: Research Assistant

School/Department: School of Medicine, Division of Primary Care

Job Family and Level: Research and Teaching, level 4a

Contract Status: This post will be offered on a fixed-term contract until 31 March 2021. This post is available from the 1 March 2019

Hours of Work: Part-time (18 hours per week), days of work to be agreed with Principal Investigator.

Location: University Park Campus

Reporting to: Principal Investigator

Purpose of the New Role:

The Stay One Step Ahead home safety project will evaluate the implementation of systematic evidence-based home safety promotion as part of the Big Lottery funded Small Steps Big Changes (SSBC) programme in Nottingham. The SSBC programme aims to transform the lives and life chances of Nottingham’s 0-3 year olds. It is being delivered in four electoral wards in Nottingham (Arboretum, Aspley, Bulwell and St Anns). These wards were chosen on the basis of deprivation and high levels of need amongst children in terms of a range of health, education and social indicators, high child populations and cultural and ethnic diversity. The Stay One Step Ahead home safety project is using mixed methods, including both quantitative and qualitative approaches to evaluate how well home safety promotion is implemented from the perspective of parents, service providers and the health services.

We are looking to appoint a researcher with some experience of quantitative and qualitative research methods and with experience of working in community health settings. The individual will need to be independent and resourceful and have excellent interpersonal skills as the role will involve working closely with parents, family mentors and a range of service providers across the four wards. The role will require travel to these locations, so the ability to travel is a requirement of the role.

The role includes project planning and day-to-day management, recruitment of participants, design of data collection tools and interview guides, collection and analysis of quantitative data using regression techniques in Stata and collection and analysis of qualitative data. It also involves training service providers, supporting and facilitating home safety provision, assisting with writing for publication in peer reviewed journals, presenting findings at conferences and meetings and disseminating findings to study participants, service providers and commissioners via a range of methods and media.

The role holder will join an established team, led by Professor Denise Kendrick, whose main areas of research interest include the epidemiology and prevention of injuries in childhood.
Main Responsibilities

1. Research:
   - To undertake supervised research which may include planning, preparing, setting up, conducting and recording the outcome of experiments and fieldwork, developing questionnaires and conducting surveys within the framework of an agreed programme.
   - To conduct literature and database searches and carry out analyses and/or tests and/or critical evaluations using specified and agreed techniques, approaches and/or models and document findings.
   - To work in conjunction with others in the research team to achieve the research project objectives within the required timeline.
   - Contribute to project planning and management of research activities to ensure efficient and effective delivery of the project to agreed timescales. Managing and prioritising own workload to achieve these aims.
   - Liaison with Sponsor, ethics, R&D bodies and with project funder including drafting, under supervision, applications for approval, amendments, interim and Contribute to the design of data collection tools and interview guides final reports.
   - Recruitment of study participants, data collection of quantitative and qualitative data.
   - Provide training developed for service providers, family mentors and PPI representatives.
   - Monitor home safety promotion provision and provide support and facilitation to service providers and family mentors to enhance service provision.
   - Maintaining bibliographic databases.
   - Liaise with the Principal Investigator and other staff working on the project as appropriate to ensure smooth running of the research and to address issues as they arise.
   - Supervise Research Secretary working on study, set appropriate tasks and respond to their queries.
   - Liaise and maintain relationships with family mentors, service providers and PPI representatives who are involved in the study.
   - Other such comparable duties as may be required by the Principal Investigator.

2. Engagement and Communication:
   - To contribute to the production of research reports and publications and prepare and present papers on research progress and outcomes to relevant groups including external bodies.
   - To communicate information and ideas to students and advise and assist other staff/students with in area of expertise.
   - To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations.
   - Participate in and contribute to the Injury Epidemiology and Prevention research Group and divisional seminars and research away days.

3. Development:
   - To continue to develop skills in and knowledge of research methods and techniques and contribute to the development of/or choice of techniques, models, methods, critiques and approaches.

Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/ Education</td>
<td>• Degree or equivalent in health, social science, psychology.</td>
<td>• Master’s Degree, or equivalent in health, social science, psychology.</td>
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| Skills/Training | • Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.  
• Evidence of sufficient breadth or depth of research methodologies and techniques to work in research area. | • Demonstrates a desire to further develop skills and knowledge of research methods and techniques.  
• Postgraduate training in quantitative and qualitative data analysis techniques. |
• Developing research skills.
• Ability to contribute to method improvement.
• Analytical ability to facilitate conceptual thinking, innovation and creativity.
• Ability to build relationships and collaborate with others, internally and externally.
• Some experience of writing for publication
• Good time management and organisational skills

Experience
• Experience of successfully recruiting participants to applied health research projects in community settings.
• Experience of undertaking literature reviews.
• Good understanding of undertaking regression analyses.
• Good understanding of, and some experience of qualitative data collection methods, including one to one interviewing.
• Give the citations for the research papers or reports that you have authored.

Statutory/Legal
• Satisfactory Enhanced disclosure from the Disclosure and Barring Service.
• Ability to travel with access to own transport.

Other
• Willingness to adopt the Ethos and Principles of the School of Medicine.
• Ability to work autonomously, exhibit initiative and work well in a team.
• Demonstrate a willingness to work flexibly in terms of hours and duties as a team member, and to attend meetings and events locally and nationally.
• Evidence of attention to detail and commitment to accuracy.
• Willingness to learn new skills.
• Some practical experience of applying the specialist skills approaches and techniques required for the role.
• Evidence in use of research methodologies and techniques to work within research area.
• Experience of day-to-day management of applied health research projects.
• Experience of training staff/members of the public.
• Experience of facilitating and supporting service provision.
• Knowledge of implementation research or improvement science.

Additional Information
The Division of Primary Care is one of the foremost primary care centres in the UK, with 82% of our research judged as world-leading or internationally excellent in the 2014 Research Excellence Framework. We are a multi-disciplinary unit of over 130 people, including practising GPs, other health professionals, psychologists, statisticians, research and support staff. The Division is also a member of the NIHR School for Primary Care Research (see: www.nihr.ac.uk/research/Pages/programmes_primary_care_research.aspx for further details).

The Injury Epidemiology and Prevention Research Group sits within the Division of Primary Care and specialises in the epidemiology and prevention of injuries in all age groups, including:
- preventing falls in older people,
- preventing injuries in childhood,
- measuring the long term impact of injuries and
- evaluating interventions in primary care and community settings.

We achieve this through conducting randomised controlled trials, systematic reviews, case-control and cohort studies, epidemiological studies using large primary care databases and studies of the implementation of injury prevention services. For further details see http://www.nottingham.ac.uk/research/groups/injuryresearch/index.aspx

DBS (Disclosure and Barring Service)

Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Candidates are therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the University. Any information given will be strictly confidential and will be considered only in relation to an application for positions to which the Order applies.

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.