**Role profile**

**Job title**  
Research Assistant

**Job family and level**  
Research and Teaching, level 4a

**School/Department**  
Division of Epidemiology and Public Health

**Location**  
Clinical Sciences Building, Nottingham City Hospital

---

**Purpose of role**

You will undertake mixed-methods research as part of a Cancer Research UK-funded project which aims to expand and evaluate a recently-developed online tobacco data monitoring tool. The tool brings together UK indicators of tobacco use and cessation from a large number of data source in one place using a consistent and easy-to-use format, and has the potential to increase the use and reach of publicly available data on tobacco use and related indicators.

You will identify and manage new data for inclusion in the tool, and undertake an evaluation of the tool's use and utility among key stakeholders using a mixed-methods approach including a quantitative survey and qualitative interviews with a range of stakeholders.

This project is led by Dr Tessa Langley (University of Nottingham) and supported by Professor Sarah Lewis (University of Nottingham) and Dr Duncan Gillespie (University of Sheffield). Both institutions are members of the UK Centre for Tobacco and Alcohol Studies and collaborators in the new UK Prevention Research Partnership-funded consortium which aims to conduct research to prevent and address harm to health from unhealthy commodities.

---

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
<tr>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
</tr>
<tr>
<td>10%</td>
</tr>
</tbody>
</table>

**Research:**

1. 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.

2. 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.

3. To work in conjunction with others in the research team to achieve the research project objectives within the required timeline.

**Engagement and Communication:**

1. 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.

2. To communicate information and ideas to students and advise and assist other staff/students within area of expertise.
To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations.

<table>
<thead>
<tr>
<th>Development:</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>10%</td>
</tr>
</tbody>
</table>

Any duties as required in accordance with the nature and grade of the post.

### Person specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</td>
<td>▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques.</td>
</tr>
<tr>
<td>▪ Evidence of sufficient breadth or depth of research methodologies and techniques to work in research area.</td>
<td></td>
</tr>
<tr>
<td>▪ Developing research skills.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to contribute to method improvement.</td>
<td></td>
</tr>
<tr>
<td>▪ Analytical ability to facilitate conceptual thinking, innovation and creativity</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to build relationships and collaborate with others, internally and externally</td>
<td></td>
</tr>
</tbody>
</table>

### Skills

#### Essential

- 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.
- 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.

### Knowledge and experience

#### Essential

- Basic knowledge and experience in qualitative research methods.
- Basic knowledge and experience in quantitative research methods.
- Survey design, data collection and data management.
- Basic knowledge and experience in statistics.

#### Desirable

- 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.
- Expertise and knowledge in tobacco dependence and tobacco control policy.
<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>▪ Degree or equivalent in relevant subject area e.g. public health, psychology, epidemiology, statistics.</th>
<th>▪ Master’s Degree, or equivalent in relevant subject area e.g. public health, psychology, epidemiology, statistics.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>▪ Willingness to adopt the Ethos and Principles of the School of Medicine.</td>
<td></td>
</tr>
</tbody>
</table>

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)
**Expectations and behaviours**

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

**Key relationships with others**

![Diagram showing relationships between Line manager, Associate Professor, Research Assistant, Project co-investigators, Colleagues, and Evaluation participants.]

- **Line manager**
- **Associate Professor**
- **Research Assistant**
- **Project co-investigators**
- **Colleagues**
- **Evaluation participants**