



Job title	Research Assistant	Job family and level	Research and Teaching, level 4a
School/ Department	School of Medicine, Division of Psychiatry & Applied Psychology and Division of Clinical Neuroscience	Location	Institute of Mental Health Building, Jubilee Campus and Precision Imaging Beacon, Queens Medical Centre

Purpose of role

The purpose of this role will be to work on two research projects funded by the MS Society. One project is examining whether changing the brain’s magnetic field can improve cognitive function in people living with multiple sclerosis (MS). The other project is a feasibility study – Providing emotional support around the point of multiple sclerosis diagnosis (PrEliMS).

The post holder will be an enthusiastic junior researcher (pre-doctoral) with a background in psychology or related discipline. The person appointed will be responsible for recruiting participants, qualitative and quantitative data collection, data analysis, drafting reports and preparing papers. They will also assist post-doctoral researchers with day-to-day administrative tasks relating to the two studies.

You will join established teams in both divisions. In the Division of Psychiatry & Applied Psychology the team is led by Professor Roshan das Nair, whose main areas of research interest include neuropsychology of neurological disorders. In the Division of Clinical Neuroscience the team is led by Professor Rob Dineen, whose main areas of research interests include Clinical neuro-radiology and imaging.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research:</p> <ul style="list-style-type: none"> ▪ To undertake supervised research, which may include recruiting participants; conducting standardised cognitive assessments following appropriate training; supporting participants with completing questionnaires; conducting interviews with people with MS; supporting the post-doctoral researchers in transcribing interview recordings and analysing interview content from various stakeholders; assisting in the data collection and analysis of questionnaire data. ▪ To ensure that delivery of the two studies comply with the relevant regulations and the specific trial/study standard operation procedures. ▪ 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. 	60%

	<ul style="list-style-type: none"> To work in conjunction with others in the research team to achieve the research project objectives within the required timeline. 	
2	<p>Project Management and administrative duties:</p> <ul style="list-style-type: none"> To assist the post-doctoral researchers with day-to-day administrative tasks relating to the two studies To provide administrative support for the lead investigators and research fellows 	20%
3	<p>Engagement and Communication Responsibilities:</p> <ul style="list-style-type: none"> To contribute to the production of research reports and publications to meet the requirements of the funding body. To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations 	10%
4	<p>Development:</p> <ul style="list-style-type: none"> 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. 	10%
5	<p>Other:</p> <ul style="list-style-type: none"> Any duties as required in accordance with the nature and grade of the post 	N/A

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Demonstrates a desire to further develop skills and knowledge of research methods and techniques IT skills for data analysis purposes (e.g. qualitative and quantitative data analysis software)

	<ul style="list-style-type: none"> ▪ Strong analytical ability to analyse data, interpret reports, and evaluate and critique academic papers and other texts ▪ Excellent organisational skills and attentiveness to detail ▪ Good data management and database skills ▪ Excellent interpersonal skills necessary to develop and maintain effective working relationships with colleagues within the University and externally, with researchers, clinicians, and members of the public involved in the study ▪ Excellent IT skills including Microsoft Office, email, internet and experience with a reference management software (e.g. EndNote) ▪ Ability to work to a study protocol ▪ Ability to work collaboratively with colleagues as part of a team ▪ Ability to work proactively, independently and to prioritise and plan own workload and meet set objectives within a planned timescale 	
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> ▪ Proven research aptitude and experience ▪ Experience of undertaking healthcare-related research ▪ Experience of systematic searching of electronic databases and using reference management software ▪ Experience of writing reports 	<ul style="list-style-type: none"> ▪ Some practical experience of applying the specialist skills approaches and techniques required for the role. ▪ Previous experience of working with people with Multiple Sclerosis, either in a research or professional capacity ▪ Experience of collecting qualitative data

		<ul style="list-style-type: none"> ▪ Previous experience of presenting at conferences and writing papers for publication ▪ Evidence in use of research methodologies and techniques to work within research area
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Good First Degree (or equivalent) in Psychology or relevant subject area 	<ul style="list-style-type: none"> ▪ Master's Degree, or equivalent or ongoing, in relevant subject area ▪ Academic/professional qualifications and experience in relevant subject area
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. ▪ Awareness of ethics and governance requirements for health research 	<ul style="list-style-type: none"> ▪ Knowledge of Good Clinical Practice
Other	<ul style="list-style-type: none"> ▪ Willingness to adopt the <u>Ethos and Principles</u> of the School of Medicine 	



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>

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



