Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant</th>
<th>Job family and level</th>
<th>Research and Teaching, level 4a</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine, Mental Health &amp; Clinical Neurosciences</td>
<td>Location</td>
<td>Jubilee Campus</td>
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Purpose of role

To assist and support the University of Nottingham investigators in an innovative NIHR Programme Grants for Applied Research funded programme ‘On-Line Parent Training for the Initial Management of ADHD referrals’ (OPTIMA). OPTIMA is a randomised controlled trial (RCT) being led by King’s College London, with the University of Nottingham as partners.

The aim of OPTIMA is to evaluate the effectiveness and cost effectiveness of a digital app; Structured E-Parenting Support (STEPS) designed to help parents of children with high levels of hyperactivity/impulsivity, inattention, and conduct problems, who are waiting to be assessed by Child and Adolescent Mental Health or Paediatric services.

Responsibilities will include, contacting families who may be interested in participating in the trial, conducting baseline and follow up assessments, writing letters to clinicians and families relating to the trial, co-ordinating the trial site file, and contributing to meetings. You will also have close contact with child mental health services who are recruiting sites in the trial.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>Research:</th>
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<td>▪ Undertake supervised research to investigate the use of STEPs to support families of young people with ADHD.</td>
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<td>▪ To co-ordinate the trial site file.</td>
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<td>▪ Conduct baseline and follow up assessments using standardised outcome measures.</td>
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<td>▪ Recruit participants through phone calls.</td>
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<td>▪ Collect data (qualitative and quantitative) from research participants through including interviews and ensuring success of on-line data collection and data entry.</td>
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<td>▪ Assist with the preparation and analysis (qualitative and quantitative) of collected data.</td>
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<td>▪ To work in conjunction with others in the research team to achieve the research project objectives within the required timeline.</td>
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<tr>
<td>% time per year</td>
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<td>50%</td>
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### Engagement and Communication:
- To build and maintain relationships with internal and external contacts and agencies to develop knowledge and understanding and form relationships for future collaborations.
- Assist with administrative tasks associated with specified research funding (e.g. risk assessment of research activities, organisation of project meetings and documentation, implementation of procedures required to ensure accurate and timely research activities, formal reporting and financial control).
- Follow research procedures in line with the study protocol and standard operating procedures.
- Ensure that research data is stored securely, and that confidentiality of all stored personal data is always maintained.
- Attend and report updates at the OPTIMA team meetings.
- To collaborate/work on research tasks with colleagues in other OPTIMA Trial sites.
- 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.

### Teaching:
- You are expected to make a contribution to teaching that is in balance with wider contributions to research and other activities

### 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.

### Other:
- Any duties as required in accordance with the nature and grade of the post
- We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.
Person specification

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<th>필수요구</th>
<th>선호요구</th>
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| **Skills** | ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.  
▪ Excellent ability to communicate with families (parents/young people) with mental health issues.  
▪ Evidence of sufficient breadth or depth of research methodologies and 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. | ▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques. |
| **Knowledge and experience** | ▪ Experience of working with parents/families in the mental health field.  
▪ Awareness and understanding of different family circumstances.  
▪ Understanding of the sensitivity to challenges facing families of children with ADHD and ODD-type problems.  
▪ Experience of conducting qualitative and quantitative research.  
▪ Experience of working in large multi-disciplinary teams in clinical or academic settings. | ▪ Experience of working with families of children with neurodevelopmental and behavioural problems.  
▪ Experience of conducting research relating to the implementation delivery and evaluation of online interventions.  
▪ Experience of using online data collection platforms or conducting telephone interviews.  
▪ Experience of working with CAMHS or pediatrics. |
| **Qualifications, certification and training (relevant to role)** | ▪ Degree or equivalent in Psychology or health sciences – triaging question | ▪ Master’s Degree, or equivalent in Psychology |
| **Statutory, legal or special requirements** | ▪ Satisfactory enhanced disclosure obtained from the Disclosure and Barring Service.  
▪ Willingness to adopt the vision and values of the School of Medicine | |
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

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Line manager
  Research Fellow/PI

Role holder
  Research Assistant

Key stakeholder relationships
  OPTIMA Team & MindTech Research Group
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