



<b>Job title</b>	Research Assistant	<b>Job family and level</b>	Research and Teaching Level 4a
<b>School/ Department</b>	School of Medicine, Lifespan and Population Health	<b>Location</b>	Either Clinical Sciences Building, Nottingham City Hospital, or Medical School, Royal Derby Hospital

## Purpose of role

To lead the recruitment of healthcare professionals and parents of preterm infants, and qualitative data collection and analysis, as part of an evaluation of a care bundle implemented to improve mother’s own milk feeding and rates of necrotising enterocolitis (life threatening gut condition), across 11 neonatal units in the East Midlands. The project will involve conducting and analysing qualitative data from semi-structured interviews with parents and healthcare professionals from each of the 11 neonatal units involved in the evaluation. Findings will be triangulated with other work packages.

This NIHR-funded project is being led by Dr Shalini Ojha (Consultant Neonatologist and Clinical Associate Professor in Neonatal Medicine) and a multidisciplinary team. You will be line managed by Dr Manpreet Bains (Associate Professor in Qualitative and Mixed Methods Health Research). With the support of the study investigators, you will be expected to plan and conduct work using approaches or methodologies and techniques appropriate to the type of research and will contribute to writing up work for publication.

You will have the opportunity to use your initiative and creativity to identify areas for research, develop research methods and extend your research portfolio.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Research:</b></p> <ul style="list-style-type: none"> <li>▪ With the support of colleagues, manage, plan and conduct own research activity using recognised approaches, methodologies and techniques within the research area.</li> <li>▪ Work in conjunction with others in the research team to achieve the project objectives within the required timeline.</li> <li>▪ With the support of colleagues, lead drafting of study documentation, recruitment of participants, data collection and analysis of the qualitative interviews and reporting of findings.</li> <li>▪ Support other aspects of the research e.g., liaise with wider research team, public and patient partners and with the 11 neonatal units involved in the research.</li> <li>▪ Keep up to date on the scientific literature relating to (and around) the project.</li> </ul>	70%
2	<b>Engagement and communication:</b>	

	<ul style="list-style-type: none"> <li>▪ Recruitment of participants (parents and healthcare professionals), qualitative data collection (which will include some travel to neonatal units within the East Midlands), data analysis and reporting and preparation of manuscripts for peer-reviewed publication</li> <li>▪ Liaising with the wider study team, our public and patient engagement partners and the 11 neonatal units involved in the research.</li> <li>▪ Build and maintain relationships with internal and external stakeholders to develop knowledge and understanding.</li> <li>▪ Attend and report updates at project team meetings.</li> <li>▪ Assist with administrative tasks associated with the specified research funding (e.g. organisation of project meetings and documentation; implementation of procedures required to ensure accurate and timely research activities; formal reporting).</li> <li>▪ Contribute to the production of research reports and publications of suitable quality for publication in leading peer-reviewed journals.</li> <li>▪ Contribute to the presentation of research findings at relevant seminars and national/international conferences.</li> </ul>	20%
3	<p><b>Development:</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to the research group e.g., assist in the supervision of undergraduate and/or postgraduate students as appropriate and in balance with wider contributions to research and other activities.</li> <li>▪ Collaborate with colleagues on areas of shared interest e.g. to identify opportunities and collaborate in writing bids for research grant applications.</li> <li>▪ 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.</li> </ul>	10%
4	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>▪ Any duties as required in accordance with the nature and grade of the post.</li> <li>▪ The School of Medicine recognises the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.</li> </ul>	N/A

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</li> <li>▪ Ability to build relationships and collaborate with others, both internally and externally.</li> <li>▪ Ability to work independently using a high degree of own initiative.</li> <li>▪ Ability to engage with potential participants, including those from neonatal settings and underserved groups, to encourage participation in research.</li> <li>▪ Able to use standard Microsoft Office programmes.</li> <li>▪ Analytical ability to facilitate conceptual thinking, innovation and creativity.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with parents/families in a neonatal or child health research/vocational environment.</li> <li>▪ Awareness and understanding of the challenges facing families with preterm infants and the implications for recruitment and involvement in research studies.</li> <li>▪ Experience of building partnerships to facilitate recruitment of participants in neonatal or child health settings.</li> <li>▪ Experience in use of research methodologies and techniques required for the role.</li> <li>▪ Experience in collecting qualitative research data e.g., conducted qualitative interviews in neonatal or child health settings.</li> <li>▪ Experience of analysing qualitative data using appropriate techniques.</li> <li>▪ Knowledge and understanding of semi-structured interview methods for data collection.</li> <li>▪ Knowledge and understanding of qualitative analysis techniques such as thematic analysis.</li> <li>▪ Knowledge and understanding of basic quantitative methods e.g.,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience recruiting participants into a research study, including those from underserved groups e.g., deprivation, ethnic minority groups.</li> <li>▪ Experience of using qualitative data management software e.g. NVivo.</li> <li>▪ Contribution to at least one publication in a relevant area.</li> <li>▪ Knowledge of current issues in neonatal medicine.</li> <li>▪ Knowledge of qualitative data management software e.g., NVivo.</li> <li>▪ Knowledge of tailoring approaches to target underserved groups (ethnic minority groups, deprivation) to encourage participation in research.</li> </ul>

	designing and implementing short questionnaires.	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in relevant subject area (e.g. child health, psychology or social sciences) OR the equivalent in professional qualifications and experience in research/vocational area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master's degree or equivalent in a relevant subject area (e.g., child health, psychology or social sciences)</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory standard disclosure obtained from the Disclosure and Barring Service.</li> <li>▪ Co-operate with the University of Nottingham in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, Research Governance requirements, University Policies and School/Departmental health and safety arrangements are complied with.</li> <li>▪ Willingness to adopt the <u>vision and values</u> of the School of Medicine</li> </ul>	<ul style="list-style-type: none"> <li>▪ A demonstrable desire to further develop skills and knowledge of qualitative research methods and techniques.</li> </ul>



## 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

