



Job title	Research Assistant	Job family and level	Research and Teaching Level 4a
School/ Department	School of Psychology	Location	University Park Campus

Purpose of role

This research assistant post primarily focuses on recruitment of a large number of participants from clinical population, managing recruitment and data collection over the study period. The candidate will work directly with the PI and support in different aspects of this economic evaluation study and the project overall.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
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	20 %
2	To assist with quantitative data collection and analysis including database searches carry out analyses and/or tests and/or critical evaluations using specified and agreed techniques, approaches and/or models and document findings.	30 %
3	To assist in the development of an online database	20%
4	To assist in recruiting participants and managing data collection responses	30%

Person specification

	Essential	Desirable
Skills	▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Ability to communicate with a wide range of individuals. ▪ Developing research skills. ▪ Ability to use software packages (e.g. Word, Excel, SPSS). ▪ Ability to build relationships and collaborate with others, internally and externally ▪ Ability to recruit a wide range of participants ▪ Ability to manage big datasets ▪ Ability to contribute to method improvement.	▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques.
Knowledge and experience	▪ Experience of substantially contributing to psychology research including handling big datasets and recruiting participants to target ▪ Experience of engaging or working with adult participants. ▪ Experience of running quantitative analysis ▪ Evidence of sufficient breadth or depth of Psychological research methodologies and techniques.	▪ Some practical experience of applying the specialist skills approaches and techniques required for the role. ▪ Evidence of working with adults in mental health or research settings. ▪ Experience of conducting economic analyses ▪ An understanding of psychological and/or mental health research.
Qualifications, certification and training (relevant to role)	▪ BSc/BA or equivalent in a relevant area (e.g., Psychology)	▪ Master's Degree, or equivalent, in related discipline (e.g. Psychology or Health Economics)



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

