Job title	Medical Statistics Research Assistant	Job family and level	Research & Teaching Level 4a
School/ Department	School of Medicine/ Stroke Trials Unit, Mental Health & Clinical Neurosciences	Location	Queens Medical Centre

Purpose of role

The purpose of this role will be to assist and support the Stroke research team in carrying out academic research. The role holder will be supported and supervised by the senior statistician within the stroke team. The role will include programming and meta-analysis of clinical trials using individual patient data, including the development of analysis technique. Travel within the UK and internationally will be required to present ongoing analysis and study results. Out of hours work will be related to conference attendance.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**To help and support programming, reporting and attendance at:** ▪ Trial Steering Committee ▪ Data Monitoring Committee ▪ Trial Management Committee ▪ This work will be performed with the supervision and support of the senior statistician	45%
2	**Provide support** ▪ Preparation/review of sample size calculations and statistical analysis sections for funding applications for new trials ▪ Support Chief Investigator and trial applicants to write trial protocols ▪ Support research staff within the Stroke Trials Unit ▪ Provide statistical support as part of National/International collaboration projects	20%
3	**Trial Data Management** ▪ Monitoring and reporting on data quality ▪ Prepare reports for interim analyses ▪ This work will be performed with the supervision and support of the senior statistician	20%
4	**Publications** ▪ Assisting with preparation of statistical analysis plans ▪ Meta-analysis of trial data	15%

	▪ Preparation of trial results for publication and presentation at conferences ▪ Help to develop analysis techniques	
5	**Other:** Any duties as required in accordance with the nature and grade of the post	

Person specification

	Essential	Desirable
Skills	- Proven statistical and computing skills relating to medical statistics - 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 - Ability to work independently as well as part of a team - Ability to communicate statistical issues to non-statisticians - Excellent presentation skills - Self-motivated	- Demonstrates a desire to further develop skills and knowledge of research methods and techniques - Proven statistical and computing skills relating to clinical trials
Knowledge and experience	- Good knowledge of statistical packages: SAS/STATA/R - Good knowledge of Word, Excel, PowerPoint - Applied and/or methodological research in a medical statistics or related subject	- Post Degree Statistical work - Knowledge of stroke - Analysing large clinical trials - 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
Qualifications, certification and training (relevant to role)	Degree in medical statistics or related subject	- Master's degree, or equivalent in relevant subject area in medical statistics - Proven track record or experience in a relevant role - GCP training
Statutory, legal or special requirements	- Ability to travel in the UK and internationally to present ongoing analysis and results - Flexibility to work out of hours where required - Willingness to adopt the vision and values of the School of Medicine	Awareness of university procedures and relevant legislation

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

Line manager	Senior Clinical Trial Manager
Statistics lead	Senior statistician
Role holder	**Medical Statistics Research Assistant**
Key stakeholder relationships	CI and Site Investigators / Colleagues / Regulatory bodies