



Job title	Research Assistant	Job family and level	Research and Teaching, Level 4a
School/ Department	School of Medicine/ Mental Health and Clinical Neurosciences	Location	Jubilee Campus

Purpose of role

The purpose of this role will be to support the LEND research team and Lived Experience Advisory Panel (LEAP) to develop the Lived Experience Narratives in Dementia (LEND) programme, including supporting tasks involved with the planning of interventions, recruitment strategy, dissemination plan, collecting and interpreting data. You will carry out academic research which include literature searches, developing questionnaires, conducting surveys, carrying out analyses and tests and drafting of reports.

You will support the Nottingham-based LEND team and coordinate with national LEND researchers. Responsibilities include administrative tasks, collaborating with advisory committees, supporting the application of diverse research methodologies, and coordinating data collection with people with dementia and their carers. This position suits those seeking to advance within an academic framework.

You will join an established team, led by Professor Martin Orrell, Director of the Institute of Mental Health, whose main areas of research interest include Dementia, Ageing and Mental Health.

The School of Medicine 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.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	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 planning, preparing, setting up, conducting and recording the outcome of experiments and fieldwork, developing questionnaires and conducting surveys within the framework of an agreed programme. 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. To work in conjunction with others in the research team to achieve the research project objectives within the required timeline. 	40%

2	<p>Engagement and Communication:</p> <ul style="list-style-type: none"> To contribute to the organisation of Lived Experience Advisory Panel (LEAP) group meetings To communicate with the LEND team and with LEAP members To work with people living with dementia and other key stakeholders 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. To communicate information and ideas to students and advise and assist other staff/students within area of expertise. To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations 	50%
3	<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. To undertake in-house training relevant to the LEND programme. Follow the approved School safety procedures for lone working 	10%
4	<p>Other:</p> <ul style="list-style-type: none"> Any duties appropriate to the grade and level 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.
Knowledge and experience	<ul style="list-style-type: none"> Excellent IT skills for data analysis purposes (e.g. Excel, statistical or qualitative data analysis software) and for dissemination of findings (e.g. PowerPoint, etc) Experience of collecting quantitative and qualitative data 	<ul style="list-style-type: none"> A good understanding of dementia and challenges people might face when living with dementia Evidence in use of research methodologies and

	<ul style="list-style-type: none"> • Excellent organisational skills and an attentiveness to detail • Ability to work to a study protocol - Ability to work independently, but in close liaison with other members of a team • Ability to set own objectives, prioritise and plan own workload and meet set objectives within a planned timescale • Ability to communicate with multiple key stakeholders 	techniques to work within research area.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Degree or equivalent in Psychology. 	<ul style="list-style-type: none"> • Master's Degree, or equivalent in Psychology.
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Satisfactory Enhanced disclosure is obtained from the Disclosure and Barring Service. 	
Other	<ul style="list-style-type: none"> • 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

