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

Purpose of role

The purpose of this role will be to act as a Research Assistant for the Mental Health Mission (MHM) at University of Nottingham.

The MHM is a national programme aimed at increasing research capacity for mental health by supporting leadership, developing digital registries, clinical research facilities, and industry collaboration. Our site in Nottingham is linked to Birmingham in the MHM Midlands Translational Centre (MHMTC), focussing on psychosis and mood disorders.

The Research Assistant role will work to support research activities across research projects in psychosis and mood disorder related to MHM. This will include literature reviews, supporting recruitment process in liaison with Clinical Research Network, consenting participants, administering and developing study specific questionnaires/tests, analysing data, and preparing presentations, and publications.

You will join an established team, led jointly by Dr Mohammad Zia Ul Haq Katshu (Associate Professor in Psychiatry) and Dr Neil Nixon (Associate Professor in Mood Disorders), at the Institute of Mental Health (IMH), University of Nottingham.

You will have the opportunity to use your initiative and creativity to identify areas for development of local research programme and to extend your research and management portfolio.

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.

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	**Research:** ▪ To undertake supervised research, which may include planning, preparing, setting up, and conducting research related to MHM. ▪ To support the design and develop of digital registries, including selection and development of relevant cognitive and clinical tests.	60%

	▪ To conduct literature and database searches and carry out relevant analyses. ▪ To work in conjunction with others in the research team to achieve the research project objectives within the required timeline.	
2	**Engagement and Communication:** ▪ Regular attendance and liaison at local, regional and national MHM meetings. ▪ Write up and present reports on research progress and outcomes to MHMTC and national network. ▪ Write up presentations and papers for conferences and reputed journals. ▪ Collaboration with regional, national and relevant international research and Patient and Public Involvement (PPI) groups and to develop knowledge and understanding and form relationships for future collaborations.	30%
3	▪ **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.	10%
4	**Other:** ▪ Any duties appropriate to the grade and level of the post.	N/A

Person specification

	Essential	Desirable
Skills	▪ 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. ▪ Excellent analytical ability to facilitate conceptual thinking, innovation and creativity ▪ Ability to build relationships and collaborate with others, internally and externally	▪ Evidence of presentation and/or publication of research work ▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques.
Knowledge and experience	▪ Experience of working with patients with mental health issues in a clinical or research setting	▪ Experience of recruitment and assessment of patients with mental health issues for research studies. ▪ Experience of designing tests/questionnaires for research relevant to mental health issues. ▪ Some practical experience of applying the specialist skills approaches and techniques required for the role. ▪ Experience in use of relevant research methodologies and techniques to work within the area
Qualifications, certification and training (relevant to role)	▪ Degree or equivalent in a relevant healthcare related area	▪ Master's Degree, or equivalent in a healthcare related area

Statutory, legal or special requirements	▪ Enhanced DBS check	
Other	▪ 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

Line manager

Associate Professor and MHM Lead

Role holder

MHM Research Assistant

Key stakeholder relationships

MHM committees

UoN & NHFT

PPI groups