

Research Role Profile

<b>Job Title:</b>	Research Officer/Research Assistant (1B) Homelessness Workforce
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<b>Responsible to:</b>	Head of research group, or principal investigator
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<b>Responsible for:</b>	There is no direct supervisory responsibility
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<b>Job Summary and Purpose:</b>
To support research activity in accordance with specified research project(s) under the supervision of the principal investigator

<b>Main Responsibilities/Activities</b>
<p>To support a research team by contributing to the planning of research projects and undertaking prescribed research tasks in accordance with specified research project(s), making use of standard research techniques and methods. These may include fieldwork, interviews, laboratory experimentation, computer-based data analysis or library research as directed by the research award holder and will entail co-ordinating own work with that of others to avoid conflict or duplication of effort. Analysing and interpreting results of own research, under the guidance of research award holder or supervisor. Write up results and contribute to the preparation of papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development.</p> <p>Continually update knowledge and develop skills</p> <p>To carry out routine administrative tasks associated with a specified research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning own day-to-day research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and deadlines and implementing procedures required to ensure accurate and timely formal reporting and financial control</p> <p>Demonstrating, or occasionally assisting with undergraduate supervision within the post holder's area of expertise and under the direct guidance of a member of the Faculty academic staff.</p>

## Research Role Profile

### Person Specification

#### The post holder must have:

A first degree or a professional qualification or equivalent in a relevant subject.

At least part-completed a relevant doctoral degree or have relevant experience in a given field.

Whilst there is no requirement for previous work experience, the post holder will be expected to be able to support research activities by performing experiments and/or undertaking studies and analysing/ interpreting results.

### Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor.

### Special Requirements

To be available to participate in fieldwork as required by the specified research project.

#### All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
  - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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Addendum

<b>Job Title:</b>	Research Assistant Psychologist (1B): Homelessness Workforce
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<b>Responsible to:</b>	Homelessness Workforce Lead
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<b>Responsible for:</b>	There is no direct supervisory responsibility
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<b>Job Summary and Purpose:</b>
To support research and evaluation activity in accordance with specified project(s) under the supervision of the Homelessness Workforce Lead.

<b>Main Responsibilities/Activities</b>
<p>To support the Homelessness workforce team with the continued delivered and development of the project. This will include:</p> <ul style="list-style-type: none"> <li>• Involvement in the variety of aspects involved from conceptualisation to delivery of research and evaluation projects, including completing literature searches and synthesizing research evidence, development of research protocols, production of research materials such as information sheets and consent forms, and submission to ethical approving bodies. These activities will be completed under the guidance of a supervisor.</li> <li>• Taking a lead, as appropriate, on aspects of research processes, including recruitment of participants, data collection and data analysis.</li> <li>• To be involved in dissemination of the outcomes, such as preparation of papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development.</li> <li>• Regular communication with key stakeholders, organisations, and individuals involved, including the internal project team, the three other Clinical Programmes involved, Third Sector organisations and Trainee Clinical Psychologists.</li> <li>• Clinical aspects, such as liaison with placement providers and supporting administrative elements of placements.</li> <li>• Continually update knowledge and develop skills.</li> <li>• To carry out routine administrative tasks associated with the role, for example liaison with stakeholders, placement sourcing, planning and recording, organisation of project meetings and documentation. This will entail planning own day-to-day duties within the framework of the agreed programme, dealing with problems that may affect the achievement of the objectives of the expansion programme, deadlines and implementing procedures required to ensure accurate and timely formal reporting.</li> </ul>

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### Person Specification

**The post holder must have:**

An undergraduate degree 2.1 or above or a professional qualification or equivalent in a relevant subject.

Interest in psychological research, applied psychology and supporting marginalised populations.

Excellent communication and organisational skills.

Whilst there is no requirement for specific previous work experience, the post holder will be expected to be able to support research activities by performing undertaking studies and analysing/ interpreting results. It is therefore expected that the post holder will have a level of research knowledge and skills that will enable them to work with a degree of autonomy on a range of research and evaluation initiatives.

### Relationships and Contacts

Direct responsibility to the Homelessness workforce Lead.

### Special Requirements

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
  - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.