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| **Job Title:** | Research Officer/Research Assistant |

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| **Responsible to:** | Head of research group, or principal investigator |

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| **Responsible for:** | There is no direct supervisory responsibility |

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| Job Summary and Purpose: |
| To support research activity in accordance with specified research project(s) under the supervision of the principal investigator |

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| Main Responsibilities/Activities |
| 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.  Continually update knowledge and develop skills.  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.  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. |

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| **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. |

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| **Relationships and Contacts** |
| Direct responsibility to the principal investigator or academic supervisor. |

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| **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** | | |
| **Job Title:** | Peer Researcher: ARC KSS Surrey Young Adults Mental Health Research Evaluation Project. | |
| **The Project**  Young adults (i.e.18-25-year-olds) with significant mental health needs are a potentially ‘vulnerable’ group for whom engagement with mental health services can be difficult; they may fall between gaps in services, be ‘bounced’ around the system, experience long wait times, and problems with continuity of care. The reasons for this include differences between child and adult services in how care is provided, and also a possible lack of confidence, expertise, or training among staff working with young adults. For some young adults, who are from minority groups, there can be fear associated with contacting mental health services.  Surrey Heartlands Integrated Care System is implementing a new model for adult community mental health care, within which they have a commitment to improving access, experience, and outcomes for young adults. The project will aim to explore and evaluate the experiences of young adults who have accessed and received mental health care and support within the new model, and to identify how it works for them and what may need to be changed or enhanced and make recommendations. The project is based on peer research methods to embed young adults’ lived experience of mental health needs within all elements of the research. The research will take place in two discrete areas (Epsom and Spelthorne), selected to ensure the inclusion of people from typically underrepresented groups in research, for example, care-leavers and those living in areas with high levels of socio-economic deprivation.  There are two project phases: the first phase will be to locate, recruit and conduct the interviews with young adults and staff who govern or deliver care, analyse the findings and develop video presentation to support the next phase. The second phase will centre on presenting and developing the findings in a dedicated workshop event with a range of stakeholders with a view to clarifying and preparing proposals for ensuring the new model of care meets the needs of young adults. The timing of the entire project is set to meet the deadline for rolling out the new model of care more widely in early 2024. To accomplish this, one or more young adult peer researchers will be employed to conduct, analyse, and present research findings to develop proposals for change. The role is for one full time peer researcher or two part-time peer researchers as a job share. | | |
| **Role and Responsibilities**  You will be part of, and work confidently with, a multi-disciplinary team located across the University of Surrey, Surrey and Borders Partnership NHS Trust and the McPin Foundation (an organisation established to transform mental health research by putting the lived experience of people with mental health needs at the heart of research methods and the research agenda).  You will be supported by supervision, training, and mentorship from the research team throughout the course of the project.  You will undertake tasks in line with project objectives to ensure that goals are achieved.  You will recruit Young Adults and NHS Staff by liaising with various local groups and networks, and NHS organisations, identify potential participants, inform them of the research, gain consent and maintain positive relationships with them throughout the course of the project.  You will support the development of relevant research documentation (for example information sheets/ videos, consent forms, interview guides, analysis frameworks etc).  You will comply with ethical procedures and data protection requirements and follow EDI processes and procedures ensuring the project promotes equality, diversity and inclusion.  You will liaise with local young adult advisory groups and peer support worker teams to help shape the study.  You will independently travel around Surrey.  You will undertake semi-structured, in-depth interviews in order to collect research/ evaluation data.  You will code, analyse, and interpret interview data under supervision of project stakeholders.  You will organise and support the running of workshops.  You will contribute to report writing, presentations, and publications to support dissemination of the findings.  You will be responsible to Dr Chrissie Jones, Associate Professor, in Clinical Health Psychology, and the post will be physically based in the Department of Psychological Interventions in the School of Psychology, Faculty of Health and Medical Sciences.  You are welcome to contact Dr Chrissie Jones (c.j.jones@surrey.ac.uk) if you would like to have further information or would like to discuss the post. | | |
| **Person Specification** | | |
|  | | **Essential/Desirable** |
| **Qualifications and experience** | |  |
| An undergraduate degree in a relevant social sciences or healthcare discipline. | | Essential |
| The ability to confidently draw on lived experiences of using mental health services when talking to participants and the wider research team, and conducing the research. | | Essential |
| You will have experience of living in, or have good knowledge of Surrey, and in particular the Epsom and Spelthorne areas. | | Essential |
| Some experience in conducting qualitative interviews, or knowledge and understanding of conducting qualitative research and confidence to engage in doing so. | | Desirable |
| **Skills and characteristics** | |  |
| Good listening skills | | Essential |
| Experience of, or interest in, qualitative data analysis. | | Essential |
| The ability to write clearly and concisely, and to confidently present findings to internal and external groups. | | Essential |
| Good administrative and organizational skills. | | Essential |
| A Young Adult by age range, usually between 18 and 25 years (outside this range will be considered depending on experience and qualifications). | | Essential |
| Research Experience beyond undergraduate level. | | Desirable |
| Experience of working with vulnerable young adults. | | Desirable |
| **Special requirements** | |  |
| Eligible to work with vulnerable young adults. (a DBS will be required). | | Essential |
| **Note: The above lists are not exhaustive** | | |