

Research Role Profile

Job Title:	Research Officer/Research Assistant (1B)
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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

Main Responsibilities/Activities
<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. 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>



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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.

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.

Research Role Profile

Job Title	Research Assistant (Level 3)
Responsible to	Prof Jo Armes (local PI)
Responsible for	Not applicable
Job Summary	
To support the delivery of the research project in accordance with a specified research project(s) under the supervision of the principal investigator	
Main Responsibilities/Activities	
To support daily activities of the research project including, but not limited to: <ul style="list-style-type: none"> i. Organising and facilitating group discussions (in-person) with individuals with lived experience of mild cognitive impairment and dementia ii. Organising and facilitating group discussions or interviews (remotely) with care professionals iii. Supporting literature review, qualitative data analysis and interpretation of results. iv. Support writing up results and contribute to the dissemination of research findings through publications, and presentations at seminars and meetings. v. Meet regularly with project collaborators and present research progress/results as required vi. Carry out routine administrative tasks associated with the project vii. Continually update knowledge, develop skills, and engage in other academic activities as appropriate viii. Perform any other duties associated with the project, as deemed appropriate to the grade by the Principal Investigator. 	
Relations and Contacts	
The post holder will have direct responsibility to the principal investigator but there may be additional liaison responsibilities with project collaborators within the University and externally or to the external funding body.	
The post holder will work on original research tasks with colleagues in other institutions.	
Person Specification	
<p>The post holder must have:</p> <ul style="list-style-type: none"> • A BSc or MSc qualification or equivalent in Health Science related subject (essential) • Experience in conducting health research (essential) • Experience in conducting interviews and group discussions both remotely and in-person (essential) • Experience organising and facilitating patients and public involvement (PPI) activities (essential) 	

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- Experience in analysing and interpreting qualitative data (essential)
- Ability to work flexibly and pro-actively to accomplish the research activities (essential)
- Ability to commute to research sites across Surrey, Kent and Sussex as desirable (essential)
- Experience working with individuals with lived experience of dementia or mild cognitive impairment (desirable)
- Experience in working collaboratively with different organisations (desirable)
- The ability to write and present research findings clearly and concisely (desirable)
- Good interpersonal and communication skills (desirable)
- Good organisational and administration skills (desirable)

Appointed staff will be expected to:

- Have undertaken (or to undertake) training in Good Clinical Practice (GCP) before the commencement of the role
- Have an up-to-date DBS certificate or be willing to have the check done before the commencement of the role
- Have Occupational Health Check clearance or willing to have one arranged if required

Additionally, 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