

## Research Role Profile

<b>Job Title:</b>	Research Assistant/Assistant Psychologist (Coeliac UK-funded Project)
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<b>Responsible to:</b>	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>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 BA or BSc or equivalent qualification in Psychology. 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/Assistant Psychologist (Coeliac UK-funded Project)
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#### Main Responsibilities/Activities

**This information sheet should be read in conjunction with the accompanying generic Research Assistant (1b) Role Profile and will be used for shortlisting processes.**

##### The Project

Management of a strict, gluten-free diet is essential for children and young people with coeliac disease, but this can negatively impact psychological wellbeing and quality of life. Despite calls from families, clinicians and researchers, psychological support is not routinely available for these families. This is surprising, given the mounting evidence for low-intensity psychological resources (e.g. guided self-help books, websites) in supporting the self-management, and wellbeing, of a range of long-term conditions.

This project proposes to adapt existing psychological resources (e.g. guided self-help books, websites) used in food allergy, gastrointestinal disease, and type one diabetes, to be relevant and helpful for families living with coeliac disease. First, we will work with the research team, families, and NHS clinicians to adapt these resources. Next, we will support in testing the feasibility and acceptability of these resources in a feasibility randomised controlled trial. During this trial, 50 families will be asked to complete questionnaires about their well-being, quality of life, and their child's gluten-free dietary management. Parents and children will then be assigned to receive the psychological resources soon after completing the questionnaires, or two months later. Families will be asked to complete the same questionnaires one and two months after the first set of questionnaires, regardless of whether they have access to the psychological intervention. Additional questions will invite parents and children to feedback on their experience with the resources and participation in the research project. It is anticipated that psychological resources aimed at parents will help improve management of the gluten-free diet and quality of life in children and young people with coeliac disease and improve parental quality of life and wellbeing.

##### The Role and its Responsibilities

You will be expected to support a trainee clinical psychologist in the day-to-day management of the project by liaising with experts in the field to develop the content of the intervention. You will work with NHS sites to recruit and retain parents and children to the study. You will also contribute to report writing, presentations, publications. You will be part of a strong team of experts in coeliac disease, wellbeing and trial methodology, including those with expertise in research, clinical, and health psychology. You will have access to specialist supervision and mentorship providing

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an excellent opportunity to be involved in a clinically relevant project and develop your research competency.

You will be responsible to Dr Rose-Marie Satherley in the School of Psychology, University of Surrey. The post will be based in the Department of Psychological Interventions, within the University's School of Psychology, Faculty of Health and Medical Sciences.

You are welcome to contact Dr Rose-Marie Satherley ([r.satherley@surrey.ac.uk](mailto:r.satherley@surrey.ac.uk)) if you would like to have further information or would like to discuss the post.

**More specifically the post holder will be expected to:**

1. Support the trainee clinical psychologist with the day-to-day management of the project, in line with the agreed objectives of the project to ensure that goals are achieved.
2. Liaise with NHS sites and clinical research networks in order to identify participants in order to gain consent and maintain positive relationships with participants and NHS colleagues throughout the project.
3. Comply with ethical procedures and data protection requirements.
4. Administer experimental and standardised measures to collect research data.
5. Score and code data.
6. Keep detailed logs of activities and decisions
7. Analyse data under supervision of the PI and research team.
8. Contribute to report writing, presentations, publications.
9. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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**In addition to the criteria outlined in the accompanying generic Research Officer (1B) Role Profile, the post holder should have (E = Essential; D = Desirable):**

#### Essential

1. A BSc or equivalent qualification in Psychology or a related subject.
2. Experience in conducting standardised assessments and other psychological measures.
3. Experience of statistical analysis (e.g. using SPSS or other software)
4. The ability to write clearly and concisely.
5. The ability to work independently, as well as proven ability to work collaboratively as part of a multi-disciplinary research team.
6. Excellent organisation and communication skills.

#### Desirable

1. Experience of working with parents
2. Familiarity with using Qualtrics
3. Experience of coeliac disease
4. Experience of clinical and/or health psychology
5. Experience of qualitative analysis
6. Familiarity with using Wix and Canva

### Special Requirements

Eligible to work with children (an enhanced DBS will be required).

### Background Information

The post will be based in the Department of Psychological Sciences, within the University's School of Psychology, Faculty of Health and Medical Sciences.