

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.</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>	

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.

Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:

Research Assistant/Officer in Enabling and Evaluating Homelessness Placements

Background Information/Relationships

Summary of the role:

It is recognised that the profession of clinical psychology and clinical psychology training has largely worked with populations serviced by statutory services, namely the NHS and Social Care. Over the last few years there has been increasing awareness and understanding that the Psychological Services offered are not reaching a number of communities and individuals with complex and overlapping presentations. This has been due to concerns related to the stigma associated with mental health provision and additionally with the increased pressure on services, increasing tight entry criteria have been placed to manage demand. The implications have been for several marginalised groups to experience a further reduction in their access to provision. In the NHS Long term(1999) the English government highlighted the needs of the homeless community as one of those impacted with the resultant escalation in health inequalities. NHSE, formally Health Education England, decided to invest in a regional pilot to support the development of specific training for trainee clinical psychologists to work with this population. The aim was to enhance their own education as well as providing a direct psychological service to the community and to support indirect work through practitioners with the hope that there would be immediate benefits for the Sector .On a longer term basis it was hoped that on graduation some of the newly qualified staff might choose to work in the sector and support the education of other disciplines to aid the breaking down of the barriers between the various organisations.

A first pilot has been undertaken, but there is a need for further ongoing evaluation and to explore the longer implications of the trainees working in the sector. The post holder will be asked to work with the Homeless sector team which attend to the academic and placement activity and also the research and evaluation being undertaken to build the evidence for this way of working.

To gain most from these opportunities, there is a need to be interested in working across the life span and have understanding of health inequalities and the associated challenges as well as a willingness to learn about the homeless sector .

You will be working with academics, trainee clinical psychologists' practitioners in the Homeless sector as well as managers of services. The post holder will attend regular group meeting have supervision.

This role will facilitate the development of various dissemination strategies to share good practice.

Responsible for:

The day-to-day operational management of the projects, undertaking minutes, liaison with NHS/ Charity, independent Sector organisations. You will be expected to undertake literature reviews, quantitative and qualitative data analysis and be

competent in Microsoft office and SPSS. Supporting the development of resources and curating and storing the materials for ongoing usage.

The post holder will be expected to share their thoughts and observations to support the progressive development of the placement learning and how to maximise the benefits of this partnership working.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

	Essential/ Desirable
A BSc with at least a 2.1 degree classification or equivalent qualification in Psychology that conveys GBC with the BPS	E
M level qualification	D
Experience of working within the Health and Social care context.	E
Experience of undertaking research, literature reviews, or evaluation and audits	E
Experience of statistical analysis (e.g. using SPSS or other software).	E
The ability to write and present material clearly and concisely	E
The ability to talk and respond thoughtfully to sensitive and distressing narratives	E
Good interpersonal and communication skills	E
Good organisational and administration skills	E
The ability to work independently, as well as proven ability to work collaboratively as part of a team.	E
Ability to recognise and reflect upon personal and societal bias along a range of dimensions of difference and access to physical and mental health support	E
	E

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.

1. Communicating with, both verbally and in writing, to, trainee and qualified clinical psychologists, Colleagues working in the Homeless sector within the NHS staff, charitable and independent organisations, as well as Health Education England.
2. Working closely with programme staff leading the Homeless sector initiative in

training

3. Organising and taking minutes of working groups
4. Organising and contributing to the delivery of local and regional events with colleagues in Oxford Salomons CCU and Southampton
5. Assisting with the development of materials to support the placement experience for trainee Clinical psychology.
6. Collecting, analysing, presenting, and storing data in accordance with ethical guidelines and university policies
7. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

N.B. The above list is not exhaustive.