

<b>Job Title:</b>	Research Assistant in Psychology
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<b>Responsible to:</b>	Lydia Poole, Principal Investigator
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<b>Responsible for:</b>	Not applicable
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<b>Job Summary and Purpose:</b>
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

<b>Main Responsibilities/Activities</b>
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of the project(s) and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, data collection, and evaluation, computer-based data analysis or library research.</p> <p>Using initiative to support with the recruitment of participants and other administrative aspects of the project including liaising with participating research sites and practice managers. Supporting the research team with literature reviews, including data screening, extraction and analysis. Support the write up of results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. The post holder will also be expected to contribute to the planning of engagement activities with stakeholders in line with the grant protocol.</p> <p>Continually to update knowledge and develop skills and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting.</p>

**Person Specification****The post holder must have:**

A BSc (Hons) degree in Psychology or related social sciences discipline.

The post holder will be able to work independently with support from senior colleagues to help with the delivery of the research project.

**Relationships and Contacts**

Direct responsibility to the principal investigator. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

**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.

<b>Addendum</b>	
<b>Job Title:</b>	Research Assistant in Psychology
<p><u>The Project and the Role</u></p> <p>We are excited to advertise a research assistant position that will play a pivotal role in shaping a new mixed methods project funded by the NIHR. The project is a collaboration between the University of Surrey, QMUL, KCL, University of Warwick and North Thames NHS Trust and the postholder will be expected to work closely with co-investigators across these institutions.</p> <p>This project will investigate inequalities in antidepressant prescribing in primary care for the South Asian diaspora. The postholder will work with the research team to support several qualitative projects recruiting patients, GPs and community members and stakeholders.</p> <p>Duties will include supporting with participant recruitment, data collection, keeping meticulous records of participant retention, working with our PPI and governance representatives, data analysis and writing for publication. As part of the grant, we have a range of dissemination and stakeholder events and the postholder will also be expected to support in the set-up and delivery of these.</p> <p>You will be part of a strong team of experts in depression, wellbeing and qualitative methodology. This is an excellent opportunity to be involved in a clinically relevant project and develop research competency.</p> <p>Experience of working with diverse communities and speaking a South Asian language(s) in addition to English would be an advantage. We are looking for individuals able to work and think independently as well as interact positively with colleagues and collaborators. Your BSc/MSc could be in psychology, sociology, or related subjects. Competency in qualitative research methods is essential.</p> <p>The post is funded for 12-months in the first instance on a part-time (40% fte) basis. For informal enquiries about the post please contact Lydia Poole – <a href="mailto:l.poole@surrey.ac.uk">l.poole@surrey.ac.uk</a></p>	
<b>Person Specification</b>	
<b>Qualifications and Professional Memberships</b>	<b>Essential/ Desirable</b>
A BSc in Psychology or related social science discipline	Essential
Experience of conducting qualitative research, analysis	Essential
The ability to write clearly and concisely	Essential
An interest in healthcare-related research	Essential

The ability to work independently, as well as proven ability to work collaboratively as part of a multi-disciplinary research team.	Essential
Excellent organisation, written and verbal communication skills for collaborating with healthcare providers, patients, and experts in the field.	Essential
Ability to critically appraise the literature through systematic review.	Desirable
MSc in Health Psychology or equivalent	Desirable
Experience of researching sensitive topics and/or research involving diverse communities.	Desirable
South Asian language(s) in addition to English.	Desirable
Familiarity with NHS recruitment	Desirable

### Key Responsibilities

Your responsibilities will include:

1. **Project Management:** Actively participate in the day-to-day management of the project, aligning activities with project objectives to ensure successful goal attainment.
2. **Stakeholder Engagement:** Collaborate with NHS sites and the Clinical Research Network to involve healthcare providers and patients in several qualitative research projects.
3. **Data Collection:** Take a central role in the administrative aspects of recruitment, support data collection, and perform literature reviews to inform the development of the wider study.
4. **Ethical Compliance:** Adhere to ethical procedures and data protection requirements in all research activities.
5. **Documentation:** Maintain meticulous records of activities and decision-making processes.
6. **Interim Reporting:** Present interim findings to the project team as required.
7. **Dissemination:** Contribute to various engagement activities, including roundtable events, presentations, and publications.
8. **Additional Responsibilities:** Undertake other reasonable duties as requested, consistent with the role's nature and grade.

**N.B. The above list is not exhaustive.**