

Job Title:	Research Fellow A
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Responsible to:	Principal investigator
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Responsible for:	Not applicable
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Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare 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. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually 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 risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p>

Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields.

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. 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.

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 Fellow in Cancer Care
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Background Information/Relationships

Cancer is a leading cause of mortality in the United Kingdom. Chances for survival are improved when cancer is diagnosed early. Participation in screening, and timely help-seeking for symptoms, can improve early diagnosis. Both are subject to inequalities. Addressing inequalities in screening and help-seeking is a public health priority, one which requires an inclusive and systematic approach to address.

The University of Surrey, in collaboration with UCL, Oxford, Cambridge, and the University of Leicester, aim to tackle this perennial issue. Collectively, they have been awarded an NIHR Policy Research Unit Programme Award in Cancer Awareness, Screening, and Early Diagnosis.

The University of Surrey is seeking a talented mixed methods research fellow (with a background in Psychology, Behavioural Science, Health Services Research or related discipline) to join the project team and contribute toward a number of studies to measure cancer awareness, screening, and early diagnosis, in the general population, with a particular focus on marginalised groups. The post-holder will be based at Surrey (under the supervision of Professor Katriina Whitaker and Dr Rob Kerrison) and will join a wider team of academics and researchers working on this project. The post-holder will work closely with colleagues at UCL, Oxford, Cambridge, Leicester, and the Department of Health and Social Care to deliver the project. They will be responsible for helping to design and carry out the research, contributing to data literature reviews, survey design, data collection, analysis, and dissemination of findings.

The post is funded until for an initial period of 2 years, with potential for extension depending on the direction of the work.

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.

Qualifications and Professional Memberships	Essential/ Desirable
PhD in a relevant social science or healthcare discipline, or be near to completion or equivalent experience	E
Evidence of research interest or expertise working in inclusive ways (e.g. to include people who may often be excluded in research such as people from ethnic minority groups, people with learning disabilities).	E

Excellent project management skills (IT, organisational and administrative skills)	E
Excellent verbal and written communication skills	E
Ability to work in a team with academics/professionals at all levels (including remote working)	E
Experience conducting reviews (e.g. scoping/ systematic)	E
Experience analysing survey data combine	E
Experience analysing qualitative data combine	E
Experience obtaining ethical/ governance approvals	E
Ability to work both independently and collaboratively	E
Highly self-motivated and hardworking	E
Commitment to continuous professional development	E
Fluency in written and spoken English	E
Hands-on team player with strong commitment to rigorous research and the ability to project manage multiple tasks and work to tight deadlines	E
Experience of writing research papers/reports	E
Proven research aptitude and experience	E
Evidence of research interest or expertise relevant to cancer	D
Excellent record of publication in health, medical science related journals	D

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. This should be read in conjunction with those contained within the accompanying generic Job Purpose.

The post holder will be expected to:

- Conduct literature reviews, obtain governance approvals, develop, test and validate surveys, collect and analyse qualitative and quantitative data.
- Take responsibility for overall project management and close liaison with all members of the team at the University of Surrey and other members of the Policy Research Unit.
- Carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation);
- Work closely with different marginalised groups (e.g. people with learning disabilities).



- Work independently, as well as part of a team, throughout the research. They will be required to problem solve independently, and bring solutions to issues as and when they emerge.
- Work with research team colleagues on report-writing/disseminating findings (including oral/conference presentations) and producing resources to disseminate the work widely;
- To design and implement procedures required to ensure accurate and timely formal reporting against project milestones;
- Be committed to her/his own personal career development;
- Carry out any other reasonable duty commensurate with the grade and purpose of the post;
- Contribute to wider school activity by actively participating in group meetings relevant to the work undertaken (e.g. attend monthly meetings of the cancer care group).

N.B. The above list is not exhaustive.