

Research Role Profile

Job Title:	Research Assistant
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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>

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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.

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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 in Psychology/ Qualitative Methods

Background Information/ Relationships

This role is part of a project funded by the Economic and Social Research Council to investigate nostalgia in couple relationships. The post-holder will work on the first study in the project, which aims to explore how couples think, feel and talk about nostalgia with interviews. The post holder will work with a Postdoctoral Research Fellow and a MSc student, and will recruit participants, conduct interviews with romantic couples (likely to be online), correct and anonymise interview transcripts, conduct thematic analysis in conjunction with the supervisors, and write up the study report. Depending on progress the post holder may also be asked to contribute to writing up the study for publication and/or presenting findings. Prior experience with conducting and analysing qualitative research is essential.

The Research Assistant will work part-time (0.25FTE) for 10 months. Working hours are flexible and will vary from week to week according to project demands. Therefore, the role would suit an individual who is currently studying for a postgraduate qualification or working part-time in another research/clinical role and has some flexibility in time availability. Some attendance at meetings on the University campus will be needed, but interviews are likely to be conducted online and the post holder is welcome to complete the work on campus or remotely as preferred. Some evening or weekend work might be required to facilitate scheduling of interviews with couples.

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

A Bachelors degree in Psychology or a related subject	E
A Master's degree or equivalent postgraduate research experience in Psychology or a related subject (this may include working towards a current PhD)	E
Good written and verbal communication skills	E
Good organisational and time management skills	E
An ability to work autonomously, under appropriate supervision	E
Experience of conducting research interviews and/or focus groups	E
Experience of conducting thematic analysis	E
Experience of recruiting research participants	E
Experience of working with people concerning sensitive topics and/or populations	D
Familiarity with University of Surrey procedures	D

Key Responsibilities

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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.

- Support process of University of Surrey ethical approval (e.g. responding to queries/amendments)
- Develop/refine semi-structured interview schedule
- Create advertisement and recruitment materials
- Engage with recruitment activities, which might include posting adverts online, delivering presentations or communicating with stakeholders
- Communicate with participants and potential participants
- Complete screening procedures
- Organise and conduct interviews to collect qualitative data
- Maintain clear and confidential participant records
- Check, correct and anonymise auto-generated interview transcripts
- Synthesise and analyse data using thematic analysis in collaboration with supervisors
- Write up methods and themes in a report
- Contribute to dissemination as required, which may include assisting with writing up for publication and preparing/delivering presentations