

<b>Job Title:</b>	Research Assistant
<b>Responsible to:</b>	Dr Robert Kerrison (Principal Investigator)
<b>Responsible for:</b>	Not applicable

<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>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 in health inequalities

**Background Information/Relationships**

Cancer is a leading cause of mortality in the United Kingdom. Chances for survival are improved when cancer is diagnosed and treated early. People from marginalised groups, such as people with learning disabilities, often wait longer to receive a diagnosis and/or start treatment. This means that, by the time they are diagnosed and treated, their cancer may be more advanced and treatment less effective. We do not have a lot of information about what happens when people from some marginalised groups have cancer-related symptoms, or what can support timely diagnosis and treatment. Addressing such inequalities in cancer care is a public health priority, one which requires an inclusive and systematic approach.

The University of Surrey, in collaboration with the Oxford University, the University of Exeter and Teesside University have been awarded funding from Cancer Research UK to deliver a programme of work aimed at identifying, understanding and addressing inequalities in cancer care in marginalised groups.

The University of Surrey is seeking a talented research assistant to support this research. The post-holder will be based at Surrey (under the supervision of Dr Rob Kerrison) and will join a wider team of academics and researchers at the University of Surrey (Professor Katriina Whitaker and Dr Anna Cox). The post-holder will also work closely with colleagues at the above mentioned universities. They will be responsible for helping to design and carry out qualitative and quantitative research, including the analysis of large datasets (e.g. CPRD), and observe and explore (through interviews) the experiences of people diagnosed with cancer.

This 1.0 FTE post is funded for an period of 18 months.

**Special Requirements:**

n/a

### 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.

<b>Qualifications and Professional Memberships</b>	<b>Essential/ Desirable</b>
Ability to relate well to individuals from marginalised groups (e.g. people with learning disabilities) and show sensitivity to their needs	E
Relevant social science or healthcare discipline experience	E
Evidence of research interest or expertise in diversity and inclusion	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 analysing large datasets	D
Experience collecting and analysing qualitative data	D
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	D
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 data analysis, obtain governance approvals, collect and analyse qualitative data.
- Take responsibility for overall project management and close liaison with all members of the team at the University of Surrey and collaborating organisations.
- Carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation);
- Work closely with organisations providing support for people from marginalised groups.
- 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 their 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.**