

Research Role Profile

<b>Job Title:</b>	Research Fellow A in Clinical Psychology
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<b>Responsible to:</b>	Head of research group, or 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 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 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 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>

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### 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.

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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.

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**Background Information:**

The main purpose of the job is to undertake research and support the delivery of the OSMOSIS research programme as required. This will include data collection, analysis, presenting and writing up findings for peer reviewed publication, and will also involve opportunities to contribute to the co-production of outputs and probably development of proposals for future research funding.

Applications are invited from candidates with qualitative and participatory/co-produced research expertise, and experience in conducting community engagement and service mapping. Applicants drawing on personal experiences of caring for a loved one living with mental health challenges in their work will be particularly welcome. The postholder will be based in a team with considerable expertise in providing support and mentoring for researchers working from a lived experience perspective. We welcome applications from people from racially minoritised communities. You will need to be motivated, efficient, have good communication skills, and excellent track record of completing deliverables on time. You will manage the day-to-day running of the work packages and work closely with the rest of the research team and the network of collaborators.

**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>
Extensive knowledge of research literature about informal/family caregiving in mental health	E
PhD in a relevant area	E
<b>Experience</b>	
Extensive experience of conducting research about access, experience and outcomes of informal caregiving role	E

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Experience of using personal experience of being a family/informal caregiving in a work role	D
Experience of working with Lived Experience Advisory Panels or other forms of Patient & Public Involvement in research	E
Knowledge and experience of working within HRA, ethics, data management and/ or clinical study regulatory frameworks	E
Experience of managing externally funded research programmes recruiting across multiple sites	E
<b>Skills and abilities</b>	
High level skills in qualitative interviewing and analysis, including use of NVivo qualitative analysis software, and co-production research methods and coordinating skills	E
Proven skills in report writing and co-authoring peer reviewed publications	E
Excellent communication, organisational and time management skills	E
Ability to liaise with research partners, clinical and care teams, voluntary sector organisations and funders	E
Highly organised, self-motivated with a creative and problem-solving approach	E
Committed to own career development, including willingness to seek support when necessary and to identify opportunities for development and training	E
<b>Key Responsibilities</b>	
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.	
<ol style="list-style-type: none"> <li>1. Manage daily operations and administrative tasks for OSMOSIS research programme, including coordinating the three work packages across multiple sites.</li> <li>2. Initiate and sustain relevant application for research ethics approval, R&amp;D approval, and local authority research governance approval for the studies to be conducted in the identified sites.</li> <li>3. Coproduce all aspects of the study with the community partner organisation and study advisory groups, including data collection, analysis and interpretation, and write up.</li> </ol>	

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4. Support the organisation and facilitation of lived experience and senior management/commissioner advisory panels, hosted in-person or remotely on appropriate online platforms where necessary
5. Oversee data collection and analysis in collaboration with the PI and the wider team, and manage participant consent, enrolment and data collection for the qualitative and participatory research studies.
6. Ensure protocol adherence, enter and clean data, conduct analysis, and provide feedback to inform iterations of co-production of outputs.
7. Liaise with co-investigators and the wider team to identify, consent, and enrol eligible participants, ensuring thorough data collection and protocol compliance.
8. Contribute to the preparation of reports, including ethics reports and NIHR reports, and contribute to producing applied outputs from the programme.
9. Monitor study progress, managing risks, developing contingency plans, and ensuring milestones and deliverables are met, especially around recruitment, data collection, and follow-up.
10. Organise meetings, prepare documentation, including agendas and minutes, and attend study advisory committee meetings.
11. Uphold commitments to Equality, Diversity, and Inclusion within all aspects of the study.
12. Work in alignment with professional guidelines and Research Governance requirements, ensuring high standards of compliance.
13. Lead or contribute to data analysis and manuscript preparation for scientific publication and contribute to presenting findings at relevant conferences and other dissemination events.
14. Perform other duties in line with the grade and purpose of the post.

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