

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	
<p>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.</p>	
Job Title:	Research Assistant in Nutritional Sciences
Background Information/Relationships	
<p>The post is part of the project EUthyroid 2: The next step towards the elimination of iodine deficiency and preventable iodine-related disorders in Europe. The post is co-funded through a grant from European Commission Horizon Europe (HORIZON-HLTH-2022-DISEASE-07) and United Kingdom Research and Innovation (UKRI). EUthyroid2 is a multi-country project (2023-2027), and the UK is one of the intervention sites for both adolescents and young women (along with Queen’s University Belfast).</p> <p>This post will be under the direct supervision of Dr Sarah Bath, Associate Professor in Public Health Nutrition within the Discipline of Nutrition, Exercise, Chronobiology and Sleep, in the School of Biosciences. The post holder will work closely with the EUthyroid2 research team, including the post-doctoral research fellow, at the University of Surrey.</p> <p>The recruitment of subjects to EUthyroid2 is complete and therefore this post will be to facilitate the data analysis and publications based on the EUthyroid2 data.</p> <p>The post is funded until 31st December 2026.</p>	
Person Specification	
<p>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.</p>	
Qualifications and Professional Memberships	Essential/ Desirable
Undergraduate degree (BSc) in nutrition, dietetics, public health, epidemiology, or a related discipline	Essential
Postgraduate qualification (MSc), completed or in progress, in nutrition, public health, epidemiology, or related discipline	Desirable
Experience and Knowledge	
Experience handling, managing, or processing research data	Essential
Experience working with dietary assessment data, including food frequency questionnaires or questionnaire datasets	Essential
Experience using statistical software such as SPSS, Stata, R, or equivalent	Essential
Experience cleaning, coding, or curating datasets	Essential

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Experience contributing to scientific reports, conference abstracts, or peer-reviewed publications	Desirable
Knowledge of dietary assessment methodologies and nutritional epidemiology	Essential
Knowledge or interest in iodine nutrition, micronutrient research, or thyroid health	Desirable
Understanding of GDPR, data protection, and confidentiality requirements in research	Essential
Skills and abilities	
Strong organisational skills with the ability to manage multiple tasks and deadlines	Essential
Ability to work accurately with excellent attention to detail	Essential
Ability to work independently and use initiative appropriately	Essential
Ability to work collaboratively within a multidisciplinary research team with ability to adapt to changing priorities	Essential
Good written and verbal communication skills	Essential
Ability to contribute to manuscript preparation and dissemination activities	Desirable
<p>Key Responsibilities</p> <p>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.</p> <ol style="list-style-type: none"> 1. Process and manage dietary intake data collected as part of the EUthyroid2 study, including food frequency questionnaire data from UK participants. 2. Assist with cleaning, coding, validation, and organisation of dietary and questionnaire datasets to support high-quality analyses. 3. Contribute to statistical analyses of study outcomes under the supervision of the research team. 4. Support the preparation of scientific reports, abstracts, conference presentations, and peer-reviewed manuscripts arising from the study. 5. Work collaboratively with the wider EUthyroid2 research team, including researchers based at the University of Surrey and partner institutions. 6. Participate in regular project meetings and contribute to discussions around interpretation and dissemination of findings. <p>N.B. The above list is not exhaustive.</p>	