

Research Role Profile

Job Title:	Research Assistant
-------------------	--------------------

Responsible to:	Head of research group, or principal investigator
------------------------	---

Responsible for:	There is no direct supervisory responsibility
-------------------------	---

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
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. Continually update knowledge and develop skills 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 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.

Research Role Profile

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.

Research Role Profile

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: Sleep Research Assistant

Background Information/Relationships

The Surrey Sleep Research Centre (SSRC) is a world-renowned research centre at the cutting edge of human sleep and circadian rhythm research. It was founded by Professor Derk-Jan Dijk in 2003 and is home to a forward-thinking team of physiologists, molecular biologists, neuroscientists, psychologists, and engineers.

The Sleep Research Assistant is responsible ultimately to the Director of the SSRC. Their direct line management is to the Senior Sleep Technician.

They will liaise, communicate and build relationships with senior colleagues including senior staff in the University of Surrey, and other Universities the SSRC collaborates with or industries. They will be required to attend internal meetings and to represent the SSRC at external meetings.

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
GCSE or O Level or equivalent experience in English (oral and literature) and Mathematics OR Vocational qualifications plus some relevant experience	Essential
Ability to work independently in relation to routine activities	Essential
Excellent observational skills, accuracy and attention to detail	Essential
Numeracy, literacy and written skills	Essential
Ability to support research activities through the analysis and interpretation of results	Desirable
Experience of working in a clinical research facility/University	Desirable

Research Role Profile

Intermediate to advanced computer skills, especially in Microsoft Windows environment and programming languages	Desirable
Working knowledge of Good Clinical Practice (GCP)	Desirable
Ability to work shift patterns as the clinical studies run 24 hours a day, 7 days a week	Essential
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.	
1. Work with the research team to deliver studies to high quality and required timelines, always communicating effectively with senior staff regarding study status and any concerns or issues. 2. Work with the research team in conducting study visits, that could be carried out either in the lab setting or at the participant's home, and supporting in data monitoring, download and digitalization. 3. Carry out psychometric and sleep procedures, including wiring up, overnight sleep data monitoring, use of different wearables and nearable devices, and perform data quality control and data analysis. 4. Support in the operational running of the sleep facilities, maintaining the equipment and consumables inventories of the sleep lab, maintenance of devices and SOPs development. 5. Attend study planning meetings, center meetings, PPIEs, inter-university workshops and conferences.	
N.B. The above list is not exhaustive.	