

Research Role Profile

Job Title:	Research Officer/Research Assistant (1B)
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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. 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

Job Title:	Graduate research assistant
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Main Responsibilities/Activities

This information sheet should be read in conjunction with the accompanying generic Research Officer (1b) Role Profile and will be used for shortlisting processes. More specifically the post holder will be expected to:

- Conduct a systematic review examining the transitions that people experience in retirement communities.
- Conduct fieldwork at Whiteley Village retirement community.
- Conduct a qualitative analysis of Whiteley Village data.
- Write papers and reports based on study findings.
- Liaise with a project advisory group
- Present study findings at a national gerontology conference

Person Specification

In addition to the criteria outlined in the accompanying generic Research Officer (1B) Role Profile, the post holder should have (E = Essential; D = Desirable):

Special Requirements

- BSc or BA in Social Sciences or Psychology (E)
- MSc or PhD in Social Sciences or Psychology (D)
- Excellent written and oral communication skills (E)
- Ability to work independently (E)
- Previous experience working with older adults (E)
- Strong interest in social gerontology and wellbeing in older adults (E)
- Previous experience conducting qualitative research (E)
- Willingness to travel to both the University of Surrey and Whiteley Village (E), preferably having own method of transport (D)
- Previous experience or knowledge of how to conduct a systematic review (D)
- Previous experience writing academic papers or reports (D)

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Background Information

The post will be based in the Department of Psychological Sciences, within the University's School of Psychology, Faculty of Health and Medical Sciences and Whiteley Village, Walton-Upon-Thames.