

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.</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 to Role Profile

Job Title:	Research Assistant (1B)
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<p>Job Summary and Purpose:</p> <p><u>This information sheet should be read in conjunction with the accompanying generic Research RA1B Role Profile and will be used for shortlisting processes. More specifically the post holder will be expected to:</u></p> <p>This is an 18-month project funded by Blood Cancer UK aimed at improving earlier diagnosis of blood cancer. Blood cancer is often diagnosed late and claims more lives than breast or prostate cancer each year. Nearly a third of patients are diagnosed via emergency admission to hospital. Survival of patients diagnosed via an emergency route have worse outcomes than patients who presented via other routes. For those diagnosed as an emergency, 40% will live for three years or more compared to 77% of those diagnosed via their GP. These patients also have fewer options in terms of treatment and are at greater risk of morbidity. This project, aimed at improving earlier diagnosis for patients, is a collaboration between University College London (led by Dr Georgia Black), Blood Cancer UK and University of Surrey.</p> <p>A research assistant is required to support a research team working on a workstream to develop and validate a blood cancer awareness measure. This will provide a validated set of questions on blood cancer awareness which can be used nationally and internationally as well as in different populations. The Blood CAM will build on previous Cancer Awareness Measures to assess concepts relevant to difficult to diagnose cancers, such as patient empowerment.</p> <p>The post-holder will be based at Surrey (under the supervision of Dr Katriina Whitaker and Dr Jenny Harris) and will join a wider team of academics and researchers working on this project (workstreams at UCL include understanding diagnostic uncertainty using existing video data and conducting a rapid literature review). The post-holder will therefore work closely with colleagues at UCL, Blood Cancer UK, patients and clinicians to deliver the project. They will be responsible for helping to design and pilot the questionnaire for the Surrey-led workstream, contributing to data analysis (including cognitive interviews and quantitative data analysis) and dissemination.</p>

<p>Main Responsibilities/Activities</p> <ul style="list-style-type: none"> -Contribute to the coordination, planning and dissemination of the research project -Assist the research team in ensuring research is conducted in line with regulatory approvals (the project already has ethical approval). - Take responsibility for project management of the Surrey-led workstream (under the supervision of Dr Whitaker and Dr Harris)

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- Conduct/lead on fieldwork, interviews, patient engagement
- Carry out administrative tasks associated with the project (e.g., invoicing, arranging project meetings,
- Work closely with a range of stakeholders, including Blood Cancer UK, patients, clinicians and others to develop and pilot questionnaire items
- Liaise with the market research company (Dynata) who will assist in recruiting participants
- Conduct computer-based (SPSS) data analysis and contribute to the writing of reports/publications
- Work closely with colleagues at University College London to ensure synergy between the workstreams (e.g., interpreting results from the recently completed rapid review).
- Contribute to writing up results and preparation of papers for submission to appropriate journals and conferences, and other outputs/dissemination as required and/or appropriate.
- Attend appropriate conferences for the purpose of disseminating research results of personal development.
- Be committed to their own personal career development
- Carry out any reasonable duty commensurate with the grade and purpose of the post
- Contribute to wider school activity by actively participating in Cluster Group meetings relevant to work undertaken (e.g. in area of Cancer Care).

Person Specification

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The post holder must have:

Essential

- An MSc in a relevant subject (e.g. psychology, social sciences, health/medical sciences) (E)
- Interest in area of earlier diagnosis of cancer (E)
- Excellent project management skills (IT, organisational and administrative skills) (E)
- Excellent interpersonal and communication skills (E)
- Ability to work to deadlines (E)
- Experience/knowledge of statistical analysis (including software packages, e.g. SPSS, R) (E)
- Experience of working in a team (E)
- Experience of conducting health research (D)
- Experience/ knowledge of questionnaire design (D)
- Experience of conducting cognitive interviews (D)
- Experience of writing up research for peer-reviewed publications (D)

Relationships and Contacts

Direct responsibility to the principal investigator at Surrey, Dr Katriina Whitaker and additional supervision from Dr Jenny Harris (co-investigator and expert in questionnaire design).

Indirect responsibility to the wider research team at UCL (led by Dr Georgia Black)