

## Job Description

**Job Title:** Research Assistant in drug education  
**Job Ref:** BAL38  
**Campus:** Hendon  
**Grade:** Grade 6  
**Starting Salary:** £37,357 per annum inclusive of Outer London Weighting  
**Hours:** 35.5 hours per week, actual daily hours by arrangement  
**Period:** Temporary  
**Reporting To:** Professor Betsy Thom

**Reporting to  
Job Holder:** None

### **Role Summary**

The role will be held by a postgraduate (early career) researcher. The researcher will support project management, be responsible for teacher liaison, will assist with qualitative aspects of data collection and analysis, and participate in dissemination.

### **Job Purpose**

To contribute to the NIHR funded study, A realist evaluation of drug education for 13-15 year olds in alternative education and deprived areas (REAL-DEP, Phase 3), by providing research and project support to senior researchers to enable the delivery of the intended results, to the benefit of the Funder, the School, the University and the wider community.

### **Main responsibilities:**

#### **Research and knowledge transfer**

- Individually and with others, contribute to the research project through undertaking fieldwork and assisting with focus groups, using qualitative research methodologies.
- To be available to travel between recruitment sites within England and Scotland.
- To be responsible for on-going liaison with teachers participating in the research, overseeing and managing the data collection and assisting with data analysis.
- To contribute to the production of research reports, conference papers, and peer-reviewed journals where appropriate.
- To attend research meetings and liaise as required with the programme delivery team.

#### **Administration**

- Provide administrative support to the project to include but not limited to arranging team meetings, attendance at meetings, note taking, file management, organisation of events, including the final project event, and dissemination of information to stakeholders.
- Undertake other activities, as required.

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

***This is a Generic template Job description and Person Specification and needs to be tailored to each specific role.***

- To carry out a project which is being funded externally for a period of 14 months.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

**Leave:** 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

For nil hours contracts annual leave is accrued pro rata on the basis of 0.125 for each hour worked

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title:** Research Assistant for drug education project

### **Knowledge, Skills and Experience**

#### Essential requirements

- Appropriate academic qualifications and experience (a postgraduate degree or equivalent in a relevant discipline)
- Understanding of qualitative research methods and research design
- Experience of using a variety of qualitative research methods and data analysis techniques
- Experience of conducting qualitative interviews/ focus groups
- Flexibility to travel and carry out fieldwork in different locations within Scotland and England
- Proven computer literacy in standard office software applications
- Ability to communicate effectively within a team and externally, in writing and orally
- Evidence of ability to support the production of research reports/papers within an academic environment
- Ability to provide administrative support, organise and keep records of team activities
- Excellent planning and organisational skills
- Ability to work under pressure and to deal with unforeseen issues
- Demonstrable commitment to fairness and the principles of equality and inclusion

#### Desirable requirements

- Ability to use NVIVO or similar qualitative analysis software
- Understanding of substance use education and prevention

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- Experience of conducting research with young people, teachers and parents/carers

**Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

**Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

**Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

**What Happens Next ?**

If you wish to discuss the job in further detail please contact Betsy Thom, Professor of Health Policy, email: [b.thom@mdx.ac.uk](mailto:b.thom@mdx.ac.uk) or Karen Duke, Professor of Criminology, email: [k.duke@mdx.ac.uk](mailto:k.duke@mdx.ac.uk)