

Job Description

Job Title: Research Assistant
Job Ref: HED350
Grade: Grade 6
Salary: £31,834 to £36,508 (Inclusive of Outer London Weighting)
Period: 1 year (in the first instance – subject to extension)
Reporting To: Professor Rena Papadopoulos or Dr Tim Weaver (subject to projects/work focus)
Accountable To: Professor Carmel Clancy
Job Holder: None

Role Summary

The role will be held by a graduate, postgraduate or post-doctoral researcher.

Job Purpose

The post is intended to support research activity across the department of mental health and social work including specific projects within one of the Department's research centres 'the Centre of Transcultural Studies in Health'. The post holder will support the senior researchers in the development of new research funding applications; and is expected to contribute to the co-ordination of existing research projects / programmes enabling the delivery of the intended results, to the benefit of the School, the University and the wider community.

Main responsibilities:

Research and knowledge transfer

- Contribute to applications for research and knowledge transfer funding.
- Contribute to the design of research and knowledge transfer proposals.
- Individually or with others, contribute to the research project through undertaking fieldwork and/or focus groups, using both quantitative and qualitative research methodologies.
- To undertake literature reviews and contribute to the production of research reports, conference papers, and peer-reviewed journals where appropriate.
- To liaise with project and programme partners internally and externally to support the delivery of the research project and/or programme.
- Continually update own knowledge in the field of specialism.

Administration

- Support the Lead Researcher with the coordination of research activity, as agreed.
- Provide administrative support to the project to include but not limited to note taking, organisation of events and dissemination of information to stakeholders.
- Undertake other activities, as required.

Learning and Teaching

- Assist in the supervision of student research projects.

- Contribute to teaching through demonstration of equipment and explanation of research methods and equipment.
- Undertake other activities, as required.

PERSON SPECIFICATION

Post Title: **Research Assistant**

Essential requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications and experience (normally a postgraduate degree or equivalent in social or health care or a related social sciences discipline)
- Understanding of applied research methods, including mixed method research design.
- Ability to contribute to the production of high quality research proposals
- Experience in the use of qualitative and quantitative methods, and the analysis of qualitative and quantitative data.
- Understanding of, and a commitment to service user involvement in research and an appreciation of the value of experiential knowledge in research.
- Ability to undertake systematic searches and reviews of academic literature
- Proven computer literacy in standard office software applications, on-line survey tools, SPSS, NVivo, and shared on-line files such as google drive and dropbox
- User of social media such as twitter, facebook, etc
- Evidence of work directly relevant to supporting the production of research reports within an academic environment.
- Understanding of health and social care workforce issues especially those related to training and the promotion of culturally competent and compassionate care skills
- Knowledge of the current context in which mental health care, social work and social care is provided.
- Ability to communicate effectively within a team and externally, in writing and orally
- Ability to work as part of a team but also independently when required.
- Ability to organise and coordinate a number of research activities simultaneously.

Desirable

- An interest and curiosity about socially assistive humanoid robots

Hours: You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.

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.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:
<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.

Flexible working applications (including part-time working) will be considered.

Closing date: See job advertisement

Proposed Interview Date: See job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact either Dr Tim Weaver (t.weaver@mdx.ac.uk 0208 411 6065) or Professor Rena Papadopoulos (r.papadopoulos@mdx.ac.uk 0208 411 6626). If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date.