

**Job Title:** Research Assistant

**Grade:** 6

**Salary:** £33,002 per annum only due to external funding restrictions, pro-rata

**Department:** Psychology and Vision Sciences

**Hours/Contract:** Part-time (0.8FTE, 30 hours per week), fixed term contract from 1 March 2026 to 28 February 2027

**Job Family:** Teaching and Research

**Reference:** 12503

### Role Purpose

We are seeking to appoint a Research Assistant to support the delivery of the National Institute for Health and Care Research (NIHR)-funded Human Papillomavirus Vaccination (HPV-V) Study. This study investigates Human Papillomavirus (HPV) immunisation uptake among school-age children, with a particular focus on socio-economically disadvantaged and ethnically diverse populations.

The postholder will contribute to a range of research activities, including participant recruitment, qualitative data collection and analysis, and knowledge mobilisation. The role involves working both independently and collaboratively within a multidisciplinary research team to achieve key project milestones and produce high-quality outputs.

This position offers an excellent opportunity for candidates with experience or a strong interest in applied health research, public health, or social sciences, particularly those with a background in community or educational settings.

We are looking for a motivated and organised individual who enjoys working as part of a collaborative, interdisciplinary team. The ideal candidate will have strong communication and interpersonal skills, a commitment to inclusive and impact-driven research, and a willingness to engage in continuous learning and development.

### Main Duties and Responsibilities

The postholder will work closely with the **Human Papillomavirus Vaccination Study** team to support all aspects of the project. Duties will include:

#### Research

- Support the recruitment of participants and conduct interviews and focus groups with school-age children, parents or guardians, and key stakeholders such as immunisation nurses, school staff, and community workers.
- Liaise with and travel to schools, alternative education providers, and community organisations to facilitate participant engagement and data collection.
- Collaborate with project partners and research team members, attending regular meetings to ensure smooth progress of the study.
- Contribute to the selection and refinement of data-collection and analysis approaches (e.g., interview topic guides, coding frameworks) within agreed protocols.





- Carry out qualitative analyses (e.g., thematic/framework) and contribute to other agreed analyses and critical evaluations under the PI's guidance, using appropriate techniques and established procedures.
- Contribute to research outputs (including co-authored articles, reports and presentations) in line with authorship conventions.
- Support research dissemination by maintaining accurate and accessible project webpages and digital content.

## Professional development

- Undertake relevant training and other opportunities to engage in work that supports your own professional development

## Impact and Knowledge Exchange

- To engage positively and pro-actively in developing and evidencing research impact
- Participate in impact and knowledge-exchange activities (e.g., workshops, conferences, stakeholder events) under the guidance of the line manager, contributing evidence of impact where appropriate.

## Leadership and Citizenship

- Contribute to a positive, collaborative team culture and to the overall success of the research programme.

## Internal and External Relationships

- Regular meetings with members of the **HPV-V Study** team at the Universities of Leicester and Lincoln.
- Liaise with schools and community organisations and attend Advisory Group meetings and Schools as directed by the line manager/PI, ensuring timely communication and accurate record-keeping.
- Communication with study participants including school-age children 12-16 and their parents/guardians and stakeholders (immunisation nurses, school staff, community workers).

## Planning and Organising

- Under appropriate supervision and mentorship, you will be expected to manage your time effectively to support the delivery of project objectives. This will include:
- Prioritising tasks in line with agreed work schedules and project requirements;
- With guidance from the PI, planing and prioritising your work and coordinating specific tasks to meet milestones and deliverables;





- Developing weekly plans to accommodate new developments and be flexible to the evolving priorities of the research project.

### Qualifications, Knowledge and Experience

#### Essential

- Honours degree (or equivalent) in a relevant discipline and/or relevant experience
- Experience in qualitative research methods, including conducting semi-structured interviews or focus groups, and analysing qualitative data using approaches such as thematic or framework analysis\*
- Experience conducting and synthesising literature searches within pre-specified parameters and producing concise evidence summaries.\*
- Knowledge of qualitative data management and ethical procedures, including safeguarding and participant confidentiality\*

#### Desirable

- Masters qualification; currently studying for a PhD\*
- Participatory or co-produced research, particularly with underserved or seldom-heard populations.
- Working in schools or community-based settings as part of research projects.
- This post may require an appropriate DBS disclosure due to contact with young people. Appointment will be conditional on satisfactory clearance. Information received will be handled in strict confidence.
- Applying behaviour change theories within public health or education research projects.
- Proficiency with qualitative data analysis software (e.g., NVivo).
- Engagement with research end-users such as policymakers, healthcare professionals, or third-sector organisations
- Disseminating research findings through public engagement, social media, or community events.

### Skills, Abilities and Competencies

#### Essential

- Willingness and ability to travel to research sites as required, with schedules agreed with the line manager.\*
- Excellent analytical and problem-solving skills, with the ability to apply appropriate methods and exercise sound judgement under supervision.\*
- Ability to work independently and collaboratively, demonstrating strong organisational skills and the capacity to meet deadlines with appropriate supervision\*
- Digital literacy, including proficiency in email, word processing, and databases, with the ability to contribute to maintaining accurate and accessible project webpages\*
- Professional integrity and interpersonal sensitivity, including the ability to work respectfully with children, families, and professionals, and to manage challenging situations appropriately.

#### Desirable



- Demonstrated research potential and enthusiasm for applied public health/HPV immunisation research.
- Familiarity with HPV vaccination programmes or wider public health immunisation initiatives

***\*Criteria to be used in shortlisting candidates for interview***

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

## Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of a Standard Disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

## Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

## University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or





controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

