



Job Title: Research Associate
Grade: 7
Salary: £39,906 per annum
Department: Diabetes Research Centre
Hours/Contract: Full time fixed term contract until 18 July 2026
Job Family: Teaching and Research
Reference: 13041

Role Purpose

Working within the Diabetes Research Centre to provide research support and co-ordination of the day-to-day running of the NIHR ARC studies and other relevant projects including externally funded Delphi survey studies.

To assist the wider research group with the current programme of research being conducted, by undertaking independent research under guidance, direction and supervision and undertaking clearly defined research tasks according to agreed protocols.

Main Duties and Responsibilities

- To work within the research team to deliver relevant research projects. Responsibilities will include: designing research protocols with support from the wider team, obtaining ethics committee and research governance approval for new studies, monitoring study progress and liaising with wider study team; providing progress and interim reports for investigator meetings, sponsors, ethics and any other organisations as required; study administrative duties.
- To undertake literature searches; perform basic statistical analyses; contribute to the writing of study reports and publications, and presentations.
- To work within the agreed protocols, procedures and policies as defined by the research team, the University of Leicester, ICH-GCP, and research governance and ethics approvals.
- To prioritise tasks and responsibilities within a time frame agreed with the research team.
- Maintain a record of the progress of allocated tasks. Undertake appropriate formal and informal training and staff development activities both within and outside the department, in order to develop research skills relevant and to the studies being undertaken by the research group and to foster personal development.
- Contribute to the overall department by attending meetings and seminars as appropriate. Attend appropriate conferences if the opportunity arises.
- The post holder will be expected to use their existing skills and their own initiative where possible, but training and guidance will be provided where needed for the development of new skills

Internal and External Relationships

- Foster and maintain good links with institutions involved in our research programmes
- Communicate regularly with the other members of the research group and be prepared to provide a regular update on the progress of allocated tasks.





- Liaise as required with researchers and other personnel outside of the research group, both within and outside the university.
- Liaise with staff in Diabetes Research Centre, CTU and the Leicester Biomedical Research Centre team, some of whom are based at Loughborough University. The post holder will be expected to liaise and work closely with the research collaborators in the grant
- Maintain a professional manner when communicating with research participants and understand the requirement to maintain confidentiality

Planning and Organising

- Prioritise tasks within agreed work schedules.
- Plan and organise own workload as agreed with the other members of the research group.
- Assist with defining tasks and schedules to facilitate the smooth running of research projects in which the post-holder is involved.
- The post-holder will be expected to undertake tasks with a progressively reduced level of guidance during the tenure of the post.

Qualifications, Knowledge and Experience

Essential

- Higher research degree (PhD)* in a relevant subject *
- Experience of conducting a Delphi-based consensus survey study, and analysing findings
- Experience in conducting literature reviews*
- Experience of conducting research in an applied health or physical activity projects *
- An understanding of data protection and confidentiality issues*
- Experience of working in a health or research-related field*
- Experience of contributing to journal publications and conference presentations*
- Proficient in the use of Microsoft Office, including word, excel, access, power point

Desirable

- Experience in handling research data, and employing various statistic analysis methodologies

Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research and administrative activities utilising English Language materials and to communicate effectively with staff and participants
- Good interpersonal skills and ability to work as part of a multi-disciplinary research team
- Good IT skills
- Good written skills*
- Good oral communication skills
- Ability to maintain a professional manner when communicating with healthcare professionals





- and other relevant staff from outside agencies
- Willingness to work with minimum supervision, manage own workload and take responsibility for meeting study targets
- A methodical approach to work with good attention to detail
- A flexible attitude to work, including the ability to take up new tasks when required without supervision

****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

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.

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.

