

**Job Title:** Research Assistant

**Grade:** 6

**Salary:** £33,002 - £37,694 per annum, pro rata for fixed term

**Department:** School of Psychology and Vision Sciences

**Hours/Contract:** Full-time, fixed term contract from 1<sup>st</sup> November 2026 until 30<sup>th</sup> June 2029

**Job Family:** Research and Teaching

**Reference:** 13527

### Role Purpose

We are seeking to appoint a Research Assistant to support the National Institute for Health and Care Research (NIHR) funded 'Uncertain-T' study. This project is focused on the development and evaluation of a novel psychological intervention to help reduce post-traumatic stress symptoms in stroke survivors.

The postholder will contribute to a range of research activities, including participant recruitment, qualitative and quantitative data collection and analysis, study administration (e.g., scheduling visits), and Patient and Public Involvement (PPI) and knowledge mobilisation activities under the supervision, guidance, and direction of the project lead.

The role involves working both independently and collaboratively within an interdisciplinary research team, to help deliver a strong and successful project, meeting defined objectives and contributing to the development of high-quality outputs.

This position offers an excellent opportunity for candidates with a strong interest and prior experience in psychological or healthcare research. It would be particularly suited to individuals with experience of working compassionately with vulnerable populations and engaging in discussions around sensitive or distressing topics. Given the valuable clinically relevant experience this project would provide, the position is especially appropriate for candidates aspiring to pursue a future psychological/healthcare PhD or professional doctorate in psychology.

We are looking for a reliable, motivated, and organised individual who has strong team working skills and enjoys working collaboratively with individuals from diverse backgrounds. The ideal candidate will have strong communication and interpersonal skills and a clear commitment to inclusive and impactful research that actively engages and seeks to deliver meaningful benefits for patients, carers, and healthcare services.

Core requirements of this role include working from an office-based, on campus location at the University of Leicester during standard office hours (Monday to Friday, 9am to 5pm) to align with NHS team working hours, as well as undertaking extensive travel to NHS research sites across multiple regions in the UK to support data collection activities.

The postholder will also be committed to their own continuous learning and development.





## Main Duties and Responsibilities

The postholder will work closely with the 'Uncertain-T' project lead to support all aspects of the research. Duties will include:

### Research

- Supporting participant recruitment and administering questionnaires using in person and remote methods (e.g., telephone) and conducting interviews and focus groups with stroke survivors, carers, and healthcare professionals.
- Liaising with and travelling extensively across multiple UK regions to complete site visits and data collection with study participants.
- Completing on campus, office based data collection activities and tasks to facilitate the coordination and administration of the research study (e.g., sending out postal questionnaires) during standard office hours to align with NHS team working hours.
- Helping to set up and maintain accurate research records for the project and assist, as needed, in preparing progress summaries for relevant meetings.
- Collaborating with the project lead, research partners, and members of the study team across the university, external collaborators, and participating NHS organisations, arranging and attending meetings and workshops to help support the progress and successful delivery of the project.
- Contributing to the analysis and interpretation of quantitative and qualitative research data collected during the study within agreed frameworks and protocols.
- Assisting in the development of study materials including participant information sheets, interview topic guides, and intervention materials under the guidance and instruction of the project lead.
- Contributing to research outputs including co-authored journal articles, reports, and presentations relating to the work and in line with authorship guidelines.
- Carrying out literature searches and critical evaluation and review of evidence to inform different aspects of the research.
- Supporting the development and modification of applications for research ethics committee approval (University of Leicester and HRA/NHS).
- Supporting PPI and engagement activities with relevant groups including stroke patients and carers.
- Contributing to the development of grant applications for related new projects.

### Professional development:

- Engaging in relevant training and other opportunities that support your own professional development.
- Being proactive in continued professional development and have a willingness and commitment to engage in relevant training opportunities that will help meet the needs of the project.

### Impact and knowledge exchange:

- Participating in relevant knowledge exchange activities (e.g., meetings and workshops) to help support the dissemination of the research programme, as advised by the project lead.





## Leadership and citizenship:

- Contributing to the overall success of the research programme and the development and maintenance of a positive and collaborative team-working environment and culture.

## Internal and External Relationships

- Communicate and liaise with colleagues, collaborators, and participating NHS organisations as needed, to help review, plan and complete the designated research activities.
  - Support PPI and engagement activities with individuals and relevant groups with guidance from the project lead.
  - Communicate clearly and sensitively with study participants (NHS patients) and, where appropriate, with clinical care teams and GP practices to support participant safety and wellbeing, following agreed protocols.
- Attend meetings, workshops, and academic conferences to support networking and research dissemination under the instruction of the project lead.

## Planning and Organising

- Plan own work and prioritise research and project activities with appropriate supervision and mentoring from the project lead.
- Effectively manage own time to deliver on the objectives and priorities of the research, including liaising with the project lead to agree weekly work flow and plans and coordinating with team members to schedule research activities, ensuring a consistent, harmonised, and professional approach for participants across sites.
- Adaptability and flexibility to accommodate emerging activities and the evolving needs of the project.
- Coordination and maintenance of equipment and study resources, ensuring that responsibilities for handling research data, including storage and back up to secure university drives are strictly upheld and data protection legislation is fully adhered to throughout the research.

## Qualifications, Knowledge and Experience

### Essential

- Evidence of an honours degree at 2:1 or above, or equivalent in psychology or a relevant healthcare subject (e.g., nursing, physiotherapy, occupational therapy, or speech and language therapy); Desirable: Masters qualification.\*
- Evidence of relevant experience (clinical or research) in a psychological or healthcare related field, such as conducting, supporting, or observing one-to-one assessments, interviews, consultations, or research sessions with patients, service users, carers, or other vulnerable individuals.\*
- Evidence of an ability to communicate clearly, sensitively, and effectively including experience of engaging with patients or individuals who may be experiencing communication difficulties or emotional distress.\*
- Evidence of applying quantitative and qualitative research methods, including data collection, data management, analysis or interpretation.\*





- Evidence of conducting structured literature searches and producing a written synthesis or critical evaluation of research evidence.\*
- Evidence of understanding of Good Clinical Practice (GCP) principles and GCP qualified, or demonstrates a clear commitment to undertake this training immediately following appointment.
- Evidence of organisation, reliability, self-motivation, and ability to prioritise tasks and meet deadlines.\*
- Evidence of a commitment to work from an office based, on-campus location at the University of Leicester during standard office hours and to undertake extensive travel to NHS research sites across multiple UK regions with schedules agreed with the project lead.\*

## Desirable

- Prior experience of working with individuals affected by long-term physical or mental health conditions in a healthcare setting (clinical or research).
- A strong interest and enthusiasm for working in stroke research.
- Evidence of experience in supporting PPI and engagement and/or research dissemination activities.

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

## Skills, Abilities and Competencies

### Essential

- Evidence of an ability to manage challenging situations appropriately. For example, identification and prompt reporting of duty of concerns amongst participants according to agreed protocols.
- Excellent interpersonal and team working skills with an ability to build positive relationships and engage effectively with team members, project partners, and research participants.
- Research aptitude with enthusiasm for the topic and to supporting the delivery of high quality research.
- Strong commitment to fulfilling responsibilities and maintaining high standards of performance.
- Proven analytical and problem-solving abilities with experience in applying own judgement to solve complex issues under supervision.
- Excellent written and verbal communication skills.
- High level ability in written and spoken English, sufficient to undertake research and administrative activities with stroke survivor participants who may have communication difficulties requiring clear and effective communication to engage in the research.
- Evidence of prior experience of applying for ethical and regulatory approvals and research grants or demonstrates a willingness to learn and a commitment to supporting these activities.
- Digital proficiency including Microsoft Office programmes such as Word, Powerpoint, and Excel and relevant specialist software such as Stata or NVivo for statistical and qualitative data analysis.
- Evidence of commitment to continued professional development and training.

### Desirable

- Willingness to support research dissemination through various channels, including community events
- Interest in pursuing a higher degree in the future





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**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 discloser.

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.

**NHS Research Governance n**

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

**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.

