

**Job Title:** Research Associate

**Grade:** 7

**Salary:** £39,906 to £46,049 per annum, pro-rata if part-time

**Department:** School of Healthcare

**Hours/Contract:** Full-time, or job share considered, fixed term contract until 28 February 2027

**Job Family:** Teaching and Research

**Reference:** 12826

## Role Purpose

The Parent Report of Children's Abilities-Revised (PARCA-R) is a parent questionnaire that is used to assess children's cognitive and language development at 2 years of age ([www.parca-r.info](http://www.parca-r.info)). The aim of this project is to adapt and translate the PARCA-R questionnaire from English into Polish, Romanian, Urdu, Arabic and Panjabi to improve inclusion in research and clinical practice by widening access by families with limited English literacy.

This Research Associate role has specific responsibilities within an established research programme on the Parent Report of Children's Abilities-Revised (PARCA-R), working both collaboratively and independently as part of a wider team to deliver defined milestones and high-quality research outputs. Working with the project team in Leicester, Reading and more widely across the UK, the role holder will be responsible for the day-to-day management of the project ensuring that study milestones and deliverables are met. Specific tasks include adapting the PARCA-R language scale in each target language using existing vocabulary and multiword utterance checklists, overseeing forward and back translations of the questionnaire, resolving translation queries, assisting in the development of online and audio versions of the questionnaire in each target language, liaising with parents and professionals to user test the translations, disseminating study results and drafting a manuscript in preparation for publication.

## Main Duties and Responsibilities

### Research

- To be responsible for the day-to-day management of the project, leading the planning, coordination and monitoring of activities ensuring timely progress and that all milestones and deliverables are met.
- To work closely with the project team in Reading to lead the adaptation the PARCA-R language scale into the five target languages, drawing on existing adaptations of parental vocabulary and multiword utterance checklists to ensure the final translations are linguistically and developmentally appropriate.
- To liaise closely with external service providers to oversee the forward translation of the questionnaire into the five target languages.
- To carry out backward translation of questionnaires into each of the target languages using AI and liaise with the study team, external experts and external service providers to refine the translation approaches and resolve translation queries and produce final versions.





- To work closely with the project IT lead in Leicester to develop online and audio versions of the English questionnaire and the five new translations.
- To recruit and liaise with parents of young children and the study Community Engagement Officer to obtain parent feedback on the translated questionnaires in each target language, and on the audio and online versions.
- To recruit and liaise with professionals in neonatal care to obtain feedback on the translated questionnaires in each target language for use in clinical practice, including the audio and online versions.
- To prepare progress reports and keep accurate study records, including documenting study meetings and actions.
- To contribute to research outputs as a co-author and to lead in drafting a manuscript detailing study results for publication in a peer-reviewed scientific journal.
- To represent the research group by disseminating study results at national and international conferences and clinical meetings.

## Professional Development

- Undertake relevant training and other opportunities to engage in work that supports their own professional development.
- To consider developing, with the support of senior colleagues, a plan to extend this work or related areas as part of the post-holder's emerging independent research profile, including contributing to the development of future grant applications where appropriate.

## Impact and Knowledge Exchange

- To develop materials for the dissemination of study results to healthcare professionals and parents of young children.
- To lead on the development and management of the PARCA-R website ([www.parca-r.info](http://www.parca-r.info)) to ensure dissemination of the newly translated questionnaires to maximise their use in research and clinical practice.
- To engage positively and pro-actively in research impact to maximise use of the PARCA-R questionnaire.

## Leadership and Citizenship

- To provide guidance to other team members and colleagues in the wider research group, including early career researchers and research students.
- Pro-actively build networks and collaborations of relevance to the subject area.

## Internal and External Relationships

Regular communication with the project team at Leicester and Reading and with colleagues in the Division of Nursing Science, Pregnancy and Child Health

Communicate and work closely with the wider project team, organising and attending regular meetings with study investigators for the discussion of the research.





Liaison with external collaborators and external organisations needed to carry out and disseminate the research.

## Planning and Organising

The post/holder be required to effectively manage their time to plan their research activity and to deliver on the priorities of the project:

- Prioritise tasks within agreed work schedules;
- Plan for specific aspects of research incorporating issues such as deadlines, project milestones and overall research aims;
- Develop weekly plans to accommodate new developments and be flexible to the changing priorities of the research project.

## Qualifications, Knowledge and Experience

### Essential

- PhD (or near completion) in psychology, child development, linguistics or related subject or the equivalent professional qualification and experience\*
- Previous experience of primary data collection for research\*
- Proven analytical and problem-solving capability

### Desirable

- Previous experience of the adaptation and/or translation of questionnaires or outcome measures\*
- Evidence of contribution to authorship of high quality research outputs and/or outcomes\*

## Skills, Abilities and Competencies

### Essential

- The ability to communicate effectively orally, in writing and electronically, in English including the dissemination of research findings to specialist and non-specialist audiences\*
- Evidence of working effectively as part of a team and the ability to work independently with minimal supervision to meet set deadlines\*
- Excellent IT skills in email, word processing, databases, basic statistics packages, programming online surveys
- Ability to maintain confidentiality and high standards of professional integrity and sensitivity when working with families, professionals and members of the public
- Collegiate member of a research team
- Evidence and commitment to Continuous Professional Development (CPD) for themselves, and encourage commitment to learn and develop in others

### Desirable





- Ability to speak one or more of the five target languages (Polish, Romanian, Urdu, Arabic and Panjabi) in addition to English\*
- Budget management skills
- Experience in developmental assessment of young children

***\*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.

