



**Job Title:** Research Assistant

**Grade:** 6

**Salary:** £32,296 to £36,924 per annum, pro rata if part-time

**Department:** Diabetes Research Centre

**Hours/Contract:** Full-time, or job share considered, fixed term contract for 12 months

**Job Family:** Teaching and Research

**Reference:** 10847

## Role Purpose

You will be involved in a number of projects in the field of health psychology and self-management, embedded throughout our recently funded research programmes, including the M3 programme, an NIHR- funded programme aiming to develop and test a disease management intervention in adults with early-onset type 2 diabetes (aged 16-40 years).

## Main Duties and Responsibilities

### Research:

- To support the group in research tasks related to the conduct of a range of research projects. This may involve tasks such as liaison with NHS organisations; obtaining ethics committee and research governance approval for new studies.
- You will be expected to contribute to the set up and delivery of qualitative projects, as agreed through discussion with the research team.
- You will be expected to contribute to mixed-methods data collection and data analysis using agreed methods, which will include the use of qualitative research software such as NVIVO. Where needed, training and support will be available for carrying out these tasks.
- To contribute to projects, by bringing skills and knowledge around behaviour change, psychological theories, based on Health Psychology through formal and informal discussions/collaboration with other members of the research group
- To contribute to the preparation of grant applications for new funding.
- To summarise findings, record, and disseminate where appropriate to members of the research group.
- To contribute to research outputs such as co-authored journal articles and conference abstracts
- To carry out literature searches.
- You will be expected to use existing skills and own initiative where possible, but training and guidance will be provided where needed for the development of new skills.
- To identify and understand work requirements in order to prioritise tasks and responsibilities within a time frame agreed with the research team. Maintain a record of the progress of allocated tasks and contribute to verbal and written progress report writing as required
- To contribute to the overall department by attending meetings and seminars as appropriate. Attend appropriate conferences if the opportunity arises.
- To assist with defining tasks and schedules to facilitate the smooth running of research projects





in which the post-holder is involved.

- To undertake tasks with a progressively reduced level of guidance during the tenure of the post.
- You may need to visit other sites including general practices involved in the research project.

**Professional Development:**

- Duties and opportunities to engage in work that support your own professional development.
- To 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.

**Impact and Knowledge Exchange:**

- Participate in workshops and conferences to support the dissemination of research findings.

**Leadership and Citizenship:**

- Contribute to the overall success of the research programme

**Internal and External Relationships**

You will be situated in a vibrant research environment within the team at the Diabetes Research Centre, primarily working with the researchers and support staff contributing to the delivery of recently funded research programmes. This will include researchers based at the Diabetes Research Centre, other departments of the University of Leicester and other institutions across the UK and overseas.

You will be part of the Psychology team, and work closely with the intervention development team, Principal Investigators, Trial managers, the Centre for Ethnic Health Research and other members of the Programme Management Groups.

You will also have contact with research participants of the work conducted throughout the programme, including people living with type 2 diabetes or other long-term conditions, health care professionals, local and national stakeholders and other members of the public.

**Planning and Organising**

- With guidance from the Principal Investigator, or equivalent, plan own work and prioritise research and project activities on a regular basis, including co-ordinating qualitative research studies, theory mapping and systematic reviews.
- The post-holder will be required to effectively manage their time to deliver on the priorities of the research programme with the support of their line manager.
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development.
- Prioritise tasks within agreed work schedules. Plan and organise own workload as agreed with the other members of the research group.

**Qualifications, Knowledge and Experience**





**Essential**

- First degree in a subject relevant to health services research or psychology\*
- An understanding of, and experience in conducting research. This may have been acquired either in paid employment or as a student\*
- Proficient in Microsoft Word, including databases and spreadsheets\*

**Desirable**

- Understanding in health-related issues, ideally in the field of diabetes and heart disease
- Experience of working in a health or research-related field

**Skills, Abilities and Competencies**

**Essential**

- Excellent interpersonal skills and ability to work as part of a team\*
- Ability to demonstrate research potential and enthusiasm for the subject area and contribute to delivering high quality research \*
- Good written skills\*
- Excellent analytical and problem solving skills \*
- Evidence of continued personal development of subject expertise \*
- Team player, support broader research group
- Excellent communication skills – written and verbal\*
- Ability to prioritise tasks within agreed work schedules\*
- Commitment to continuous professional development (CPD)
- Willingness to participate in workshops and conferences to support the dissemination of results and findings
- Willingness to undertake necessary travel as some work may involve visiting other sites including general practices

**Desirable**

- Interest in undertaking a higher degree in the future
- Long-term goal of becoming an independent researcher

***\*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 Check.

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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### 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

### 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 equity 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 equity, diversity and inclusion.

