



**Job Title:** Research Assistant (Quantitative)

**Grade:** 6

**Salary:** £28,756 to £33,309 per annum

**Department:** Respiratory Sciences

**Hours/Contract:** Full-time, fixed term contract until 31 March 2022

**Job Family:** Teaching and Research

**Reference:** 2740

### Role Purpose

To provide support to the NIHR Global Research Group for Respiratory Rehabilitation project (RECHARGE) and to facilitate the quantitative components of the project whilst contributing as a team member within the Centre of Exercise and Rehabilitation Centre (CERS) in Leicester. To contribute to and support other research projects undertaken by Prof Sally Singh's research team as required

### Resources Managed

Responsible for the project management of the tasks and responsibilities assigned to the post holder. Purchase of consumables and materials required for the research. You will be expected to engage and attend group research meetings and other departmental meetings.

### Main Duties and Responsibilities

- Support the preparation and organisation of quantitative research outputs with the UK based RECHARGE team and International sites and other projects. Organise and support research activity and capacity building with all partners, which may require individual support such as teleconference as well as steering and strategic meetings.
- The collection, evaluation and interpretation of the quantitative research data to support the research team.
- Representing the research group at external meetings and workshops so as to improve the reputation of the group and that of the role holder. Regular attendance at conferences to provide advice and support to research staff and post graduate students working on a this and similar research projects. To network and contribute to the maintenance of the wider research programmes profile and research area.
- Liaise with International RECHARGE sites re local protocols and research projects. Preparing research reports, monitoring and evaluating quantitative research activity of other research activities and report to line manager.
- Prepare and undertake analyses and tests using techniques and approaches agreed by the Principle Investigator.
- Support of research students and provision of advice and guidance to other members of the team, both research staff and students.

### Internal and External Relationships

- Daily interaction with members of the UK RECHARGE team, partners, other departments and International sites.





- Liaising with Estates, Finance other departments, Schools, Universities and International sites as required.
- Communication with research group and PI on a regular basis.
- Initiate and maintain communications with other researchers both internal and external to Leicester University. This could include communication with other researchers and scientists elsewhere throughout the UK and possibly overseas.
- Liaise with staff and students within specific area.
- Contact with research participants including NHS patients
- Contribution to PPI events

### Planning and Organising

- Prioritise tasks within agreed work schedules.
- Plan research activity as outlined in the project proposal.
- Contribute to the development and implementation of the department’s research strategy.

### Qualifications, Knowledge and Experience

#### Essential

- Post-graduate degree level or equivalent in relevant discipline \*
- Experience in quantitative health research\*
- Evidence of research productivity (e.g. research publications in peer review journals, presentations, etc.)\*
- Experience of taking responsibility and working independently to efficiently and appropriately deal with unforeseen problems/issues

#### Desirable

- PhD in relevant subject
- Practical experience of applying research skills and techniques
- Knowledge and understanding of Good Clinical Practice (GCP)

### Skills, Abilities and Competencies

#### Essential

- Excellent time management and organisational skills to ensure projects meet study deadlines
- High level IT skills including experience of the use of the full range of Microsoft office suite software
- Ability to understand different cultures
- Ability to work as part of a team
- Effective interpersonal skills

#### Desirable

- The ability to plan and organise the time of self and others
- Accuracy and attention to detail
- Good written and verbal communication skills





**\*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 DBS 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.

**NHS Research Governance Requirements**

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 indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:

**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**

We believe that equality, 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.

