



## THE POST

<b>College:</b>	<b>University of Exeter Medical School</b> <a href="http://medicine.exeter.ac.uk/">http://medicine.exeter.ac.uk/</a>
<b>Post:</b>	<b>Graduate Research Assistant</b>
<b>Reference No:</b>	<b>P60056</b>
<b>Grade:</b>	<b>E</b>
<b>HERA:</b>	<b>tbc</b>
<b>Reporting To:</b>	<b>ExeCTU Senior Trials Manager</b>

### Job Description

#### Main purpose of the job:

The successful applicant will visit care homes in the South West of England. The post will involve interviewing/collecting questionnaire data from care home residents and staff. The post will include a substantial amount of travel (driving) and is mainly field based. Data collected must be accurately entered onto a trial database. The post holder will need to have a good telephone manner and be able to book appointments with care home staff and be able to develop and maintain a good relationship with care home staff and trial participants.

Applicants will be educated to first degree level or possess an equivalent qualification/experience in a related field of study or equivalent experience and be able to demonstrate sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes. Applicants will be able to communicate effectively and sensitively with elderly participants who may be in ill health or suffer from mild cognitive impairment. Experience working with elderly or frail people would be an advantage.

#### Main duties and accountabilities:

1. To support research activity under the direction of the principal investigator as appropriate to the research project. Responsibilities may include:
  - Undertaking a broad range of basic research activity according to the nature of the research project. For example preparing, setting up, conducting and recording the outcome of experiments and field work, developing questionnaires and conducting surveys, using straightforward mathematical modelling, statistical techniques or scientific computation;
  - Maintaining databases, keeping accurate written and computerised records and ensuring data is stored securely and managed in accordance with the Data Protection Act;
  - Conducting literature and database searches as required;
  - Writing up the results of own research;
  - Contributing to the production of research reports and publications;
  - Presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups, sponsors or members of research groups;
  - Assisting in the preparation of papers or reports for steering groups and other bodies;
  - Providing administrative support to the principal investigator and other project researchers as required;
  - Making use of standard research techniques and methods;
  - Analysing and interpreting the results of own research and generating original ideas based on outcomes;
  - Contributing to the planning of future research projects.

2. To support teaching activity by assisting in the supervision of student projects and providing limited supervision or instruction to classes, if required.
3. To liaise with members of the research team and other colleagues as appropriate to the research project.
4. To establish internal and external contacts to develop knowledge and understanding and form networks for future collaboration.
5. To plan own day-to-day research activity within the framework of the agreed programme of research and co-ordinate own work with that of others in the group to avoid conflict or duplication of effort.
6. To use research resources, laboratories and workshops as appropriate and to adhere to safety procedures as appropriate. This may include wearing personal protective equipment, conducting risk assessments, reducing hazards and being responsible for the health and safety of others.
7. To engage in continuous professional development and to be responsible for continually updating own knowledge and understanding in field of study or specialism and for developing own skills.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

## **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Educated to first degree level in a related field of study or equivalent experience.	
Skills and Understanding	Possess sufficient breadth or depth of knowledge in the discipline and of research methods and techniques to work within own area.	
Prior Experience	Understanding of health and safety legislation.	Previous experience of working with the frail and/or elderly.
Behavioural Characteristics	<p>Ability to maintain accurate records.</p> <p>Ability to organise and prioritise own research work within the project framework.</p> <p>Good written and verbal communication skills. Computer literate.</p> <p>Good analytical skills.</p> <p>Able to liaise with colleagues and students.</p> <p>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</p> <p>Actively participate as a member of a research team.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues as they may impact on areas of research content.</p>	
Circumstances	<p>Willing to work flexibly to achieve project demands.</p> <p>Current driving license and willing and able to drive for a substantial amount of the working day.</p>	

### **Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

### **Further Information**

Please see our [website](#) for further information on working at the University of Exeter.