



THE POST

College:	University of Exeter Medical School https://medicine.exeter.ac.uk/
Post:	Postdoctoral Research Associate or Postdoctoral Research Fellow
Reference No:	P60319
Grade:	E or F
Reporting To:	Dr David Llewellyn
Responsible For:	Enhancing the diagnostic pathway for dementia using DECODE – a feasibility trial to enhance the dementia identification using a novel clinical software system

The above post is available immediately in the Mental Health Research Group, University of Exeter Medical School for two years. This post could be divided into two part-time roles depending upon the expertise of interested candidates.

Job Description

We seek to appoint a Postdoctoral Research Associate or Research Fellow with trials/study management or process evaluation/qualitative experience. Expertise in both fields is desirable but not necessary, and we could split the job into two part-time roles. The group receives support from a range of funders, and the current post is funded for 2 years by the Halpin Trust. This project is focused on improving early identification of dementia using a clinical system that we have developed (DECODE). Initially we will implement DECODE as a memory clinic triage tool in South Devon, and with individual GPs in mid Devon.

This feasibility trial is a collaborative project working with Devon Partnership NHS Trust, which runs local memory services, and will involve coordinating fieldwork and assessing the study outcomes by for example interviewing clinicians and patients about their experiences with DECODE. The post holder will also be supported by highly experienced clinicians and academics from the University of Exeter Medical School (Professors Clive Ballard, John Campbell, Willie Hamilton and Sarah Dean, and Drs Elzbieta Kuzma, Sarah Moore, Fiona Warren and Iain Lang) and Devon Partnership NHS Trust (Dr Laura Hill).

Main purpose of the job:

Working closely with Dr David Llewellyn as part of the multidisciplinary Mental Health Research Group, the post-holder will be contributing to the design and execution of a feasibility trial implementing a new triage tool to aid in the identification of dementia in a local memory clinic and in primary care. They will also have responsibility for outcomes assessment and process evaluation including undertaking and interpreting qualitative research.

Postdoctoral Research Associate

Main duties and accountabilities:

1. To undertake research as appropriate to the field of study including:
 - Writing up research work for publication;
 - Developing research objectives and proposals for own or joint research;
 - Making presentations at national and international conferences and similar events;
 - Dealing with problems which may affect the achievement of research objectives and deadlines;
 - Analysing and interpreting the results of own research and generating original ideas based on outcomes;

- Using new research techniques and methods;
 - Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio;
 - Using creativity to analyse and interpret research data and draw conclusions on the outcomes.
2. To contribute to teaching and to be involved in the assessment of student knowledge including assisting in the supervision of student projects and in the development of student research skills.
 3. To work in collaboration with colleagues as appropriate to the field of study including:
 - Contributing to collaborative decision making within the research group;
 - Contributing to the production of collaborative research reports and publications.
 - Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.
 4. To communicate complex information, orally and in writing.
 5. To prepare proposals and applications to external bodies, e.g. for funding and contractual purposes
 6. To contribute to the planning of research projects.
 7. To use research resources, laboratories and workshops as appropriate and to take responsibility for reducing hazards and for the health and safety of others. Where appropriate, will also be responsible for conducting risk assessments.
 8. To monitor research budgets as appropriate.
 9. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in field of study or specialism and for developing relevant 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. Please visit the Human Resources website to view the Research Fellow role profiles.

Person Specification (Postdoctoral Research Associate)

Competency	Essential	Desirable
Attainments/Qualifications	PhD (or nearing completion) or equivalent qualification/experience in a related field of study.	
Skills and Understanding	<p>A good understanding of clinical research methods and practice.</p> <p>Project management skills.</p> <p>Knowledge and experience of clinical trials/study management, including regulatory requirements, AND/OR experience of conducting and interpreting qualitative research and outcomes/process evaluation.</p> <p>Good administrative, computing and office management skills.</p> <p>Ability to prepare journal articles for publication in peer-reviewed journals.</p> <p>Capacity for critical analysis.</p>	Ability to analyse quantitative data using software such as STATA.
Prior Experience	<p>Experience of clinical research and project management.</p> <p>Experience of trials/study management OR outcomes/process evaluation.</p> <p>Experience of preparing study documents such as protocols, ethics submissions, grant applications or patient information sheets.</p> <p>Experience of publishing in international peer reviewed journals.</p>	<p>Experience of clinical dementia research.</p> <p>Experience of trials/study management AND outcomes/process evaluation.</p> <p>Experience of primary and secondary care NHS environments.</p>
Behavioural Characteristics	<p>Effective communication, negotiation, presentation and interpersonal skills.</p> <p>Able to manage research and administrative activities, balance competing pressures and work to tight deadlines.</p> <p>Able to work with academics, clinicians, patients and other stakeholders.</p> <p>Demonstrate an attention to detail and high professional standards.</p> <p>Able to work on own initiative and problem solve.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues.</p> <p>Ability to work with vulnerable older adults (DBS check required).</p>	
Circumstances	<p>Willing to work flexibly to achieve project demands.</p> <p>Ability to travel as required.</p>	

Postdoctoral Research Fellow

Main duties and accountabilities:

1. To undertake research as appropriate to the field of study. The responsibilities may include all or some of the following:
 - Acting as principal investigator on research projects;
 - Developing research objectives, projects and proposals;
 - Conducting individual or collaborative research projects;
 - Identifying sources of funding and contributing to the process of securing funds;
 - Extending, transforming and applying knowledge acquired from scholarship to research and appropriate external activities;
 - Writing or contributing to publications or disseminating research findings using media appropriate to the discipline;
 - Making presentations at conferences or exhibiting work in other appropriate events;
 - Assessing, interpreting and evaluating outcomes of research;
 - Developing new concepts and ideas to extend intellectual understanding;
 - Resolving problems of meeting research objectives and deadlines;
 - Developing ideas for generating income and promoting research area;
 - Developing ideas for application of research outcomes;
 - Deciding on /following research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.
2. To contribute to teaching and learning programmes in the School and to supervise postgraduate research students.
3. To act as research team leader including:
 - Mentoring colleagues with less experience and advising on their professional development;
 - Coaching and supporting colleagues in developing their research techniques;
 - Supervising the work of others, for example in research teams or projects;
 - Developing productive working relationships with other members of staff;
 - Co-ordinating the work of colleagues to ensure equitable access to resources and facilities;
 - Dealing with standard problems and help colleagues to resolve their concerns about progress in research.
4. To routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences.
5. As determined by the nature of the project and at the direction of the PI, to plan, co-ordinate and implement research programme activity including:
 - Managing the use of research resources and ensuring that effective use is made of them;
 - Monitoring and reporting on the use of research budgets;
 - Helping to plan and implement commercial and consultancy activities;
 - Where appropriate, to plan and manage own consultancy assignments.

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. Please visit the Human Resources website to view the Research Fellow role profiles.

Person Specification (Postdoctoral Research Fellow)

Competency	Essential	Desirable
Attainments/Qualifications	PhD or equivalent qualification/experience in a relevant subject.	
Skills and Understanding	<p>An excellent understanding of clinical research methods and practice.</p> <p>Proven project management skills.</p> <p>Knowledge and experience of clinical trials/study management, including regulatory requirements, AND/OR experience of conducting and interpreting qualitative research and outcomes/process evaluation.</p> <p>Excellent administrative, computing and office management skills.</p> <p>Ability to prepare journal articles for publication in high impact peer-reviewed journals.</p> <p>Capacity for critical analysis.</p> <p>Ability to travel local and nationally for fieldwork and dissemination activities.</p>	<p>Ability to analyse quantitative data using software such as STATA.</p> <p>Ability to travel as required.</p>
Prior Experience	<p>Experience of clinical research and project management.</p> <p>Experience of trials/study management OR outcomes/process evaluation.</p> <p>Experience of preparing study documents such as protocols, ethics submissions, grant applications or patient information sheets.</p> <p>Experience of publishing in international peer reviewed journals.</p>	<p>Experience of clinical dementia research.</p> <p>Experience of trials/study management AND outcomes/process evaluation.</p> <p>Experience of primary and secondary care NHS environments.</p> <p>Success in securing external funding.</p> <p>Experience of publishing in high impact international peer reviewed journals.</p>
Behavioural Characteristics	<p>Effective communication, negotiation, presentation and interpersonal skills.</p> <p>Able to manage research and administrative activities, balance competing pressures and work to tight deadlines.</p> <p>Able to work with academics, clinicians, patients and other stakeholders.</p> <p>Demonstrate an attention to detail and high professional standards.</p> <p>Able to work on own initiative and problem solve.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues.</p>	

	Ability to work with vulnerable older adults (DBS check required).	
Circumstances	Willing to work flexibly to achieve project demands. Ability to travel as required.	

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.