



THE POST

College: College of Medicine & Health
Post: Graduate Research Assistant
Reference No: P73852
Grade: E
HERA: tbc
Reporting To: Luke Mounce

Responsible For:

The above full time post is available from 1 January 2021 to 31 December 2023 in the College of Medicine & Health.

Job Description

Main purpose of the job:

Data management and analysis of electronic health record data from general practices linked to data from hospitals and cancer registries

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

Competency	Essential	Desirable
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 – in particular the key skills required to manage and analyse a large data set of routine health care records.	
Prior Experience	Experience of managing and analysing data. Understanding of health and safety legislation.	Experience of working with primary care records data. Experience of working in the field of cancer.
Behavioural Characteristics	Ability to maintain accurate records. Ability to organise and prioritise own research work within the project framework. Good written and verbal communication skills. Computer literate. Good analytical skills. Able to liaise with colleagues and students. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration. Actively participate as a member of a research team Engage in continuous professional development. Understand equal opportunity issues as they may impact on areas of research content An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.	
Circumstances	Willing to work flexibly to achieve project demands.	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Luke Mounce, Research Fellow (telephone 07909 794618 or email L.T.A.Mounce@exeter.ac.uk), or Gary Abel, Associate Professor (telephone 07793 932790 or email G.A.Abel@exeter.ac.uk).

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.

THE POST

College: University of Exeter Medical School

Post: Postdoctoral Research Associate

Reference No: HR to complete

Grade: E (sp26)

HERA: ARF

Reporting To: Luke Mounce

Responsible For:

The above full-time post is available from 1 January 2021 to 31 December 2023 in the University of Exeter Medical School.

Job Description

Main purpose of the job:

Data management and analysis of electronic health record data from general practices linked to data from hospitals and cancer registries

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, in writing and electronically.
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 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

Competency	Essential	Desirable
Attainments/Qualifications	PhD (or nearing completion) or equivalent qualification/experience in a related field of study.	
Skills and Understanding	Sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes – in particular the key skills required to manage and analyse a large data set of routine health care records.	Evidence of research activity and published research.
Prior Experience	Experience of managing and analysing data. Understanding of health and safety legislation	Experience of working with primary care records data. Experience of working in the field of cancer. Experience of undergraduate teaching
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate material of a specialist or highly technical nature. Able to manage research and administrative activities and to balance the competing pressures of research and administrative demands and deadlines. Able to liaise with colleagues and students. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration. Able to identify potential sources of funding. Actively participate as a member of a research team Engage in continuous professional development. Understand equal opportunity issues as they may impact on areas of research content Where appropriate to the role, willingness to undergo training in order to conduct risk assessments An understanding of the importance of equality and	

	diversity within an organisation and a commitment to helping create an inclusive culture.	
Circumstances	Willing to work flexibly to achieve project demands	

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Further Information

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THE POST

College: University of Exeter Medical School

Post: Postdoctoral Research Fellow

Reference No: HR to complete

Grade: F

HERA: RFEL

Reporting To: Luke Mounce

Responsible For:

The above full-time post is available from 1 January 2021 to 31 December 2023 in the University of Exeter Medical School.

Job Description

Main purpose of the job:

Data management and analysis of electronic health record data from general practices linked to data from hospitals and cancer registries

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

Competency	Essential	Desirable
Attainments/Qualifications	PhD or equivalent qualification/experience in a related field of study.	Be a nationally recognised authority in the subject area.
Skills and Understanding	Possess sufficient specialist knowledge in the discipline to develop/follow research programmes and methodologies – in particular the key skills required to manage and analyse a large data set of routine health care records. Record of research output in high quality publications.	
Prior Experience	Experience of managing and analysing data. =	Experience of working with primary care records data. Experience of working in the field of cancer. Experience of managing research projects and research teams. Experience of undergraduate /postgraduate teaching and supervision. Experience of acting as principal investigator on research projects.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Evidence of the ability to collaborate actively within the Institution and externally to complete research projects and advance thinking. Able to participate in and develop external networks.	Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

	Able to balance the pressures of research, administrative demands and competing deadlines. An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.	
Circumstances		

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