



## Candidate Information

<b>Position:</b>	Part-time Research Assistant
<b>School/Department:</b>	School of Nursing and Midwifery
<b>Reference:</b>	21/108853
<b>Closing Date:</b>	Monday 21 June 2021
<b>Salary:</b>	£28,331 - £32,817 pro rata per annum
<b>Anticipated Interview Date:</b>	Wednesday 30 June 2021
<b>Duration:</b>	Available until 31 March 2022.

### **JOB PURPOSE:**

To contribute to the study 'Scaling up the Family Carer Decision Support Intervention (FCDS): A transnational effectiveness-implementation evaluation'.

### **MAJOR DUTIES:**

1. Manage and implement the process for updating the project plan and participate in the implementation and coordination of project activities.
2. Undertake basic research activities that may include fieldwork, interviews, critical evaluation and interpretation, computer-based data analysis and evaluation or library research in consultation with the research grant holder or supervisor.
3. Write up results of own work and contribute to the production of research reports, publications and proposals.
4. Present regular progress reports to members of the research group or to external audiences.
5. Carry out routine administrative duties as requested ensuring successful programme delivery.
6. Support interactive e-learning resources.
7. Comply with QUB policies regarding health and safety, data management etc.
8. Read academic papers, journals and textbooks to keep abreast of developments.
9. Carry out any other duties designated by a line manager and which fall within the general ambit of the post.

### **Planning and Organising:**

1. Plan own day-to-day activity within the framework of the agreed research programme.
2. Contribute to the planning of progress reports and presentations.
3. Contribute to the coordination of project work package schedules.
4. Plan and organise the administration of project meetings.

### **Resource Management Responsibilities:**

1. Ensure research resources are used in an effective and efficient manner.
2. Provide guidance as required to project partners and other support staff who may be assisting with research.

### **Internal and External Relationships:**

1. Liaise with research colleagues from partner countries; Canada, Republic of Ireland, Netherlands, Czech Republic and Italy, other stakeholders on routine matters.
2. Attend and contribute to relevant meetings.

### **ESSENTIAL CRITERIA:**

1. Degree or equivalent in nursing, allied health, psychology, sociology, education or related discipline.
2. At least one years relevant research experience in health or social sciences.
3. Experience of working with organisations to organise data collection.
4. Proven experience in completing a research project or equivalent.
5. Experience developing and conducting instructor led training, either live or via online.

6. Knowledge and experience in applying adult learning principles.
7. Ability to present timely progress reports to the research and management team.
8. Knowledge and experience of a range of social research methods including both qualitative and quantitative techniques.
9. Proven ability to build contacts and participate in internal and external international networks.
10. Ability to interact with research colleagues and diverse audiences.
11. Proven ability to communicate effectively.
12. Demonstrable intellectual ability.
13. Organised and motivated.
14. Ability to travel within Northern Ireland when required.
15. Valid driving licence with access to a car or the ability to meet the mobility requirements of the post.

**DESIRABLE CRITERIA:**

1. Completed a Postgraduate degree in a relevant discipline e.g. nursing, allied health, psychology or sociology, education.
2. Experience of working in a multidisciplinary team.
3. Experience of contributing to the writing of progress reports.
4. Experience with project management effectively managing time and resources.
5. Experience in developing / administrating teaching.