

## Candidate Information

<b>Position:</b>	Research Assistant (absence cover), part time
<b>School/Department:</b>	School of Nursing and Midwifery
<b>Reference:</b>	23/110697
<b>Closing Date:</b>	Monday 20 March 2023
<b>Salary:</b>	£29,619 per annum, pro-rata.
<b>Anticipated Interview Date:</b>	Wednesday 19 April 2023
<b>Duration:</b>	Available until 13 Nov 2023

### JOB PURPOSE:

To be an active member of the research project/team assisting in the planning and delivery of research activity in the Northern Ireland Cerebral Palsy Register, so that the overall research objectives of the project are met. The job focus is on data collection and management, and patient and public involvement.

### MAJOR DUTIES:

1. Maintain timely and accurate confidential notification to the Northern Ireland Cerebral Palsy Register.
2. Keep accurate, up-to-date and confidential written and computer records of registry data in compliance with approved ethical and governance procedures, University regulations and the Data Protection Act.
3. Undertake basic research activities including database management, data entry, interviews, critical evaluation and interpretation, computer-based data analysis and evaluation or library research in consultation with the research grant holder or supervisor.
4. Present regular progress reports on research to members of the research group or to external audiences to disseminate and publicise research findings.
5. Write up results of own work and contribute to the production of research reports, publications and proposals.
6. Contribute to patient and public involvement activities and administration.
7. Carry out routine administrative duties as requested, e.g. arranging research group meetings, maintaining research group website.
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 gambit of the post.

### ESSENTIAL CRITERIA:

1. 2:1 or above Degree or equivalent in subject relevant to research activity e.g. allied health, nursing, psychology.
2. A minimum of 1 year's practical experience in collecting health-related data (quantitative) and in data entry and data management (using software such as Excel, SPSS or Stata).
3. Ability to contribute to administrative processes within the team.
4. Good IT skills e.g. MS Office suite.
5. Willingness to undertake additional training as required.
6. Demonstrate understanding and sensitivity to the issues of managing confidential information.
7. Ability to interact with research colleagues and support staff.
8. Ability to analyse and communicate effectively.
9. Demonstrable intellectual ability.
10. Willingness to travel around Northern Ireland and occasional travel outside Northern Ireland as required.
11. Ability to fulfil the mobility requirements of the post.
12. This role has the potential to involve regulated activity and if so a satisfactory Enhanced with Barred List Criminal History check will be required prior to the regulated activity commencing.

### DESIRABLE CRITERIA:

1. Post-graduate qualification in health or disability related subject.
2. Practical experience of analysis of quantitative health data using statistical software.
3. Practical experience of working with children and families.
4. Experience in working with paediatric healthcare teams.
5. Proficient in MS Teams.
6. Current valid driving licence and access to a car.