



Candidate Information

Position:	Research Assistant (part time)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	24/111650
Closing Date:	Monday 25 March 2024
Salary:	£32,024 - £36,744 per annum, pro rata
Anticipated Interview Date:	Thursday 11 April 2024
Duration:	Available until 30 November 2024.

JOB PURPOSE:

Based in the Centre for Public Health at the Royal Victoria Hospital, the post-holder will be directly responsible for the administrative functions (committee servicing, co-ordination of complex diaries and travel arrangements) for the PI and Co-I of the Game of Stones. They will collect data from study participants (adult men with a BMI of 30kg/m² or more) in line with the research protocol at relevant study timepoints. This will include measuring and recording height and weight as well as other quantitative data and interviews, and entering data into the study databases in line with study SOPs. Due to the nature of the work, the candidate will need to travel by car and work flexibly to ensure successful follow up of trial participants.

MAJOR DUTIES:

1. Arrange and complete 24 month research assessments within 3 weeks of target date following the protocol and relevant SOPs for how these assessments are conducted.
2. Ensure all data collected are appropriately stored and managed so that research governance is maintained and data are kept confidential.
3. Observe the confidentiality of participant information at all times, in accordance with relevant data protection legislation and ensure that all study documentation is kept in a clearly trackable system and is stored confidentially.
4. Enter data into the study database adhering to relevant research SOPs for data entry and checking.
5. Work with the qualitative team to identify people to interview, and keep fieldwork notes to assist sampling and contribute to the qualitative analysis.
6. Assist the team with tasks to ensure trial interim and final reports for the research funder are produced on time.

ESSENTIAL CRITERIA:

1. First or upper second class honours degree or equivalent in Nutrition or closely related discipline.
2. Proven ability to work in a multi-disciplinary environment.
3. Experience retaining and engaging with participants in research studies.
4. Experience of collecting research data from adults in human research studies.
5. Experience of data entry for human research studies in line with study protocol and standard operating procedures.
6. A proven record in the management of significant resources, including human, physical and financial planning, purchasing, analysing and reporting.
7. Excellent planning, organisation and networking skills.
8. Excellent verbal and written communication skills.
9. Excellent inter-personal skills; the ability to communicate effectively in a polite and diplomatic manner with people at all levels.
10. Ability to elicit information from, and form a rapport quickly with, study participants.
11. Ability to undertake potentially stigmatising conversations sensitively and using non-judgemental language.
12. Good IT skills.
13. Evidence of ability to deal competently with administrative tasks.
14. Evidence of ability to maintain accurate and organised computer and manual records.
15. Skilled in systematic data collection according to protocol.
16. Evidence of ability to write reports and meet deadlines.

17. Evidence of ability to prioritise workloads and work under pressure to meet deadlines.
18. Understands confidentiality and the how this should be applied to the workplace.
19. Understands research governance guidelines and the need to comply with study protocols.
20. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and outwith the University.
21. Strong negotiation skills with the ability to work with and influence senior management.
22. Ability to act decisively and confidently.
23. Ability to take initiative, work independently and as part of a team.
24. Ability to work to deadlines
25. Comfortable talking to men in disadvantaged community settings.
26. Ability to work outside normal hours when necessary.
27. Able to drive, access to a car and willingness to travel to meet the needs of the post, which will include travel across Northern Ireland.

DESIRABLE CRITERIA:

1. Masters in Nutrition or closely related discipline or equivalent experience in fieldwork.
2. Experience of working in weight management and/or with behaviour change interventions.
3. Experience of working with individuals in disadvantaged communities.
4. Experience using statistical software packages, e.g. SPSS or similar.