

## 1 Advertisement

**Post Title:** Research Assistant in Health Services Research

**School/department:** BSMS Primary Care and Public Health

**Hours:** part time hours considered up to a maximum of 0.6FTE. Requests for flexible working options will be considered (subject to business need). For further details regarding flexible working please follow this link - [flexible-working](#)

**Contract:** Fixed term for 2 years

**Reference:** 2197

**Salary:** starting at £30,046 and rising to £33,797 per annum, pro rata

**Placed on:** 3 October 2019

**Closing date:** 4 November 2019. Applications must be received by midnight of the closing date.

**Expected start date:** ASAP

‘Scaling up Packages of Interventions for Cardiovascular prevention in Europe and Sub-Saharan Africa’ (SPICES) funded by EU Horizon 2020, aims to explore how vulnerable groups can engage with community-based prevention.

We have an exciting opportunity for a curious Research Assistant to join the Department. We are looking for a talented and highly motivated individual to support SPICES. The successful applicant supports the project through:

- communication with community base voluntary organisations
- assist in developing mHealth intervention
- data management and statistical analysis
- qualitative data collection and analysis.

This post is an ideal opportunity for a curious applied health services researcher with an interest in how to talk to vulnerable people, excellent planning and communication skills, a mix of qualitative and quantitative research skills, a concern for lifestyle engagement and a keen interest in e-Health.

For informal enquiries about this post please contact Professor Harm Van Marwijk ([h.v.marwijk@bsms.ac.uk](mailto:h.v.marwijk@bsms.ac.uk)) 01273 644774

For full details and how to apply see:

[www.sussex.ac.uk/jobs](http://www.sussex.ac.uk/jobs)

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)

[www.bsms.ac.uk](http://www.bsms.ac.uk)

***The Universities of Brighton and Sussex are committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science, mathematics, medicine and engineering at the universities.***

## 2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

## 3. Brighton and Sussex Medical School and partners

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: [bsms.ac.uk/about](https://bsms.ac.uk/about)

The Department is a positive and collegial workplace that hosts general practice teaching and a wide range of community focussed research. It hosts a range of practitioners and researchers with interests focussed on primary care and community health. Our research interests are in global health, the evaluation of medical education, mental and sexual health, behavioural medicine, health informatics and research methodologies including medical statistics.

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: <http://www.sussex.ac.uk/about/>

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: [brighton.ac.uk/about-us/](https://brighton.ac.uk/about-us/)

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: [bsuh.nhs.uk/about-us/](https://bsuh.nhs.uk/about-us/)

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: [sussexpartnership.nhs.uk/about-us](https://sussexpartnership.nhs.uk/about-us)

#### **4. Job Description**

Job Description for the post of: Research Assistant in Health Services Research

Department	Primary Care and Public Health
Section / Unit / School Location	Brighton and Sussex Medical School
Grade	6
Responsible to	Prof Harm Van Marwijk
Responsible for	N/A

Research Assistant is a pre-Doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team and develop their research skills with support from more experienced members of staff.

#### **PRINCIPAL ACCOUNTABILITIES**

1. To observe and assist with individual and/or collaborative research activity and contribute to the production of research outputs for publications.

#### **KEY RESPONSIBILITIES**

##### **1. Research, Scholarship & Enterprise**

- 1.1 With support from the Principal Investigator, develop research objectives and contribute to the planning of the research project
- 1.2 Conduct research activity under supervision of the Principal Investigator, and in collaboration with others.
- 1.3 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.
- 1.4 Contribute to the writing of reports and other dissemination activities under the supervision of experienced researchers.
- 1.5 Contribute to the preparation of research ethics and data management strategies, under guidance from the Principal Investigator to ensure compliance with ethical approval and data protection legislation.
- 1.6 Present information on research progress and outcomes to relevant bodies under the supervision of the Principal Investigator.

- 1.7 Plan own day-to-day research activity within the framework of the agreed programme.
- 1.8 Learn about the publication process and contribute to research outputs for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate.
- 1.9 Continually update knowledge and understanding in field or specialism and engage in professional development.

## **2. Teaching & Student Support**

- 2.1 Assist in the supervision of student projects and provide guidance to those assisting in the research.

## **3. Contribution to School & University**

- 3.1 Attend and contribute to relevant School and project meetings.
- 3.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

## **4. Role-specific duties**

- 4.1 Study database management and statistical analyses.
- 4.2 Conducting qualitative interviews, transcriptions and primary analysis.
- 4.3 Liaise with project community organizations on issues such as recruiting participants and public engagement for implementation activities.
- 4.4 Liaise with health workers and health trainers.
- 4.5 Conduct literature searches and write literature reviews.
- 4.6 Website management.
- 4.7 Designing digital communication materials.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Under the supervision of the Principal Investigator, conduct experiments/research to assist with project aims, with emphasis on training.
- Undertake research by preparing, setting up, conducting and recording the outcomes.
- Manage and analyse data and prepare written reports and summaries.
- Maintain and store project files and equipment as per health and safety and data regulations.

- As part of career development, contribute to the preparation of journal articles based on the research with support from the Principal Investigator.

## **5. Person Specification**

### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.
3. Ability to work independently (under supervision by the Principal Investigator), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.
8. Ability to follow guidance of team leaders.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Degree level or postgraduate qualifications in health or social sciences such as public health, social care, anthropology, psychology and/or related subjects.
2. Evidence of excellent communication skills, especially with local community groups.
3. Experience of having conducted literature searches and written reviews.
4. Experience of having undertaken quantitative data management and statistical analysis.
5. Capable of conducting qualitative interviews and transcription of audio-recordings.
6. Willingness to travel within East Sussex for liaising with community organisations.
7. Disclosure and Barring Service (DBS) clearance

### **DESIRABLE CRITERIA**

1. Experience of conducting research experiments.
2. Experience in working with community engagement activities.
3. A UK driving license and access to a vehicle.

**The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.**

Revised August 2017 (EA-S)