



SECTION A: THE ROLE	
<b>Job Title:</b>	Research Assistant
<b>Institute/Service:</b>	Institute of Health, research and knowledge exchange
<b>Job Grade:</b>	Grade 06
<b>Job Location:</b>	Fusehill Street Campus, Carlisle
<b>Responsible To:</b>	Elaine Bidmead, Senior Research Fellow
<b>Responsible For:</b>	N/A
<b>Role Purpose:</b>	
To undertake research and associated activities to deliver a realist economic evaluation of the Family wellbeing Partnership, West Cumbria, funded by the NIHR Three Schools Prevention Practice Evaluation Scheme.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	To work collaboratively with the research team, external partners, stakeholders, and the public to support the development and delivery of the research project.
2.	To support the coordination/organisation, management and follow-up of public advisory group and steering group meetings, events and workshops.
3.	To assist data collection via literature reviews, realist interviews/focus groups, questionnaires and collection of extant data and information
4.	To support data handling, analysis and programme theory development.
5.	To contribute to reporting, dissemination and knowledge mobilisation via reports, briefings, academic papers, presentations, blogs, meetings and events.

### Additional Information:

In addition to the duties listed above, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade and the role profile set out below.

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Our Values:**

At the University of Cumbria, our values shape the way we work, our culture and environment.

*We are PERSONAL*

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

*We are PROGRESSIVE*

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

*We are ENGAGED*

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

**Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

PERSON SPECIFICATION		
<b>Post Title: Research Assistant</b>	<b>Institute/Service: Institute of Health</b>	
Criteria	Essential/ Desirable	To be identified by:
<b>Qualifications</b> Honours Degree (or equivalent) in Health and Social Care, or related discipline.  Postgraduate qualification / Higher Degree in a related area or willingness to undertake further study for such a qualification.	Essential	Application Form
	Essential	Application Form
<b>Experience, Knowledge, Skills and Abilities</b>  Experience of researching or working in children and families' social care.  Ability to effectively organise and prioritise tasks and communicate effectively to a diverse range of people and in different modes.  Experience of working collaboratively with teams, external partners, stakeholders, and the public  Ability to think analytically and critically.  Knowledge of research methodologies and data collection tools.  Familiarity with relevant software to undertake research (MS Word, Excel, qualitative analysis packages).  Experience of developing research objectives and proposals for own or joint research and of conducting individual and collaborative research projects.  Experience of doing literature searches and writing reports.  Able to demonstrate a scholarly publication profile.	Essential	Supporting Statement/Interview
	Essential	Supporting Statement/Interview
	Essential	Supporting Statement/Interview
	Essential	Application Form/Interview
	Desirable	Application Form/Interview
	Desirable	Application Form/Interview
	Desirable	Supporting statement/Interview
	Desirable	Application Form /Interview
	Desirable	Application Form /Interview
<b>Other</b> Commitment to the <a href="#">strategic plan and values</a> of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview

## **ROLE PROFILE for RESEARCH ASSISTANT**

1 Teaching and learning support	<ul style="list-style-type: none"> <li>• Assist in and support teaching / demonstrations and the supervision of student projects.</li> <li>• Could be expected to contribute to introductory courses, for example on the use of research methods and equipment.</li> </ul>
2 Research and scholarship	<ul style="list-style-type: none"> <li>• Undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys.</li> <li>• Conduct literature and database searches.</li> <li>• Continue to update knowledge and develop skills.</li> </ul>
3 Communication	<ul style="list-style-type: none"> <li>• Write up results of own research</li> <li>• Contribute to the production of research reports and publications.</li> <li>• Present information on research progress and outcomes to bodies supervising research, e.g. steering groups.</li> <li>• Prepare papers for steering groups and other bodies.</li> </ul>
4 Liaison and networking	<ul style="list-style-type: none"> <li>• Liaise with research colleagues and support staff on routine matters.</li> <li>• Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.</li> </ul>
5 Managing people	<ul style="list-style-type: none"> <li>• Provide guidance as required to support staff and any students who may be assisting with the research.</li> </ul>
6 Teamwork	<ul style="list-style-type: none"> <li>• Actively participate as a member of a research team.</li> <li>• Attend and contribute to relevant meetings.</li> </ul>
7 Pastoral care	<ul style="list-style-type: none"> <li>• Show consideration to others.</li> </ul>
8 Initiative, problem-solving and decision-making	<ul style="list-style-type: none"> <li>• Make use of standard research techniques and methods.</li> <li>• Deal with problems which may affect the achievement of research objectives and deadlines</li> <li>• Contribute to decisions affecting the work of the team.</li> <li>• Analyse and interpret the results of own research and generate original ideas based on outcomes.</li> </ul>
9 Planning and managing resources	<ul style="list-style-type: none"> <li>• Plan own day-to-day research activity within the framework of the agreed programme.</li> <li>• Co-ordinate own work with that of others to avoid conflict or duplication of effort.</li> <li>• Contribute to the planning of research projects.</li> </ul>
10 Sensory, physical and emotional demands	<ul style="list-style-type: none"> <li>• Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work</li> <li>• Carry out tasks that require the learning of certain skills.</li> </ul>
11 Work environment	<ul style="list-style-type: none"> <li>• Is required to be aware of the risks in the work environment.</li> </ul>
12 Expertise	<ul style="list-style-type: none"> <li>• Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of research methods and techniques.</li> </ul>