

Job Details	
<b>Job Title:</b>	(Graduate) Research Assistant
<b>School/Dept/Institute &amp; Centre:</b>	SMD   Blizard   Centre for Primary Care and Public Health   Unit for Social and Community Psychiatry
<b>Reports to:</b>	Principal Investigator
<b>Grade:</b>	4 Research Training Zone (points 24-26) <b>Full Time</b>
<b>Appointment period:</b>	To 30.10.19 (with the possibility of extension)
<b>Current Location:</b>	Unit for Social and Community - Newham Centre for Mental Health

### Job Context

The Unit for Social and Community Psychiatry is part of the Centre for Primary Care and Public Health, which has a focus on academic discipline, research, the translation of research into public health strategies and their practical implementation – all dedicated to the reduction of disease and disability.

The focus of the Unit for Social and Community Psychiatry is:

- Psychological, cultural and social research, which informs a better understanding of the aetiology, prevention and treatment of psychiatric disorders.
- Quantitative and qualitative methods, epidemiological observational studies of large population datasets, studies of clinical samples, randomised controlled trials and in-depth studies of patient interaction.
- Developing and evaluating novel psychosocial interventions for the treatment of severe mental illnesses within the community and hospital setting.
- Health services research to include evaluation of new services or methods to improve the effectiveness of existing services.

### Job Purpose

The post-holder will work on NIHR funded programme grant to adapt and evaluate an effective intervention (DIALOG+) for the treatment of chronic depression.

They will be required to engage with clinicians and patients, administer questionnaires with patients, code and enter the data, maintain databases and contribute to the writing up of the findings.

Dr Victoria Bird at the Unit for Social and Community Psychiatry is Principal Investigator for the study, with Professor Stefan Priebe supporting the project and post-holder.

### Main Duties & Responsibilities

The post-holder will be responsible for working as part of a research team. They will be involved in:

- Work with the Principal Investigator (PI) to ensure that the TACK project is meeting targets, is producing meaningful outputs and to predict and plan any changes that may be warranted.
- Contribute towards the TACK Research Grant and to be responsible, under the general guidance of the PI for undertaking the programme of work.

- To contact and recruit study participants (patients, clinicians) from community mental health teams, and primary care services
- To manage and conduct data collection.
- To provide and prepare data essential to the PI in preparing publications and grant progress reports and, as appropriate, to jointly author with the PI publications arising from the grant research.
- Monitoring the progress of the study to ensure compliance with and adherence to the project plan. To identify, evaluate and rectify problems as they arise.
- To manage data collected during the project and to coordinate the secure transfer of data between different study partners
- Liaise and collaborate with clinical and academic teams participating in the study including the wider TACK team outside of QMUL.
- To contribute to the qualitative and quantitative analysis of data collected within the programme
- To present the findings to academic, professional and lay audiences
- To ensure all research is undertaken according to College and Trust protocols and the individual protocols of each partner country
- Undertake research in the area of social psychiatry complementary to the overall research strategy of the Unit, Centre and Institute
- Contribute to the overall high quality scientific endeavour of the Unit for Social and Community Psychiatry.
- Work independently, manage his/her own workload (data collection, data management, analysis, the production of reports and summaries) and meet deadlines.
- Develop skills and competencies that assist in the delivery of expected duties and participate in appropriate training courses or updates in accordance with mandatory training requirements and Personal Development Plans.
- Undertake literature and database searches for research projects, and to be able to interpret and present the findings of the literature searches and advise the research teams appropriately regarding potential projects as required by the line manager.
- To participate in and support research seminars organised by the Research Unit and the Centre
- To undertake such administrative and other duties as are reasonably to be expected of a member of research staff, as agreed with the Unit Lead.
- Establish and maintain relationships in order to collaborate with researchers and academics within the department and outside the department within the College when necessary.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

# Job Profile

## Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
<b>Qualifications</b>	Undergraduate degree in relevant subject or equivalent experience	E
	Postgraduate degree and/or relevant professional qualification and/or equivalent professional experience in a related subject.	D
<b>Experience, Knowledge and Skills</b>	Previous experience of the development, conduct and management of a research project.	D
	Previous experience of mental health research	E
	Evidence of an ability to organise staff, meetings and committees	E
	Evidence of an ability to communicate complex information effectively with a wide range of staff.	E
	Evidence of an ability to identify priorities, initiate action and work independently, take forward multiple tasks.	E
	Demonstrate a high level of organisational skills	E
	Experience in using and analysing routine outcome data from services	D
	Experience of carrying out quantitative data management and analysis	D
	Knowledge of/familiarity with mental health services	D
	Research in mental health	D
	Recruitment of participants to research	D
	Knowledge of standard statistical packages (e.g. SPSS, Stata)	D
	Qualitative data analysis	D
	Ability to maintain good records	E
	Ability to speak one of the languages of the five South-Eastern European study countries	D
	Good writing and communication skills	E
	Good presentation skills	E
	Understanding of the research process	E
	Analytical skills	E
	Computer literacy, including word processing, Excel and literature searches	E
Effective team working	E	
Willingness to work flexibly and cooperatively in order to achieve project demands	E	
	Self-motivated and hardworking	E

# Job Profile Person Specification

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**E – Essential:** Requirements without which the job could not be done.

**D – Desirable:** Requirements that would enable the candidate to perform the job well.