



## THE POST

<b>College:</b>	<b>University of Exeter Medical School</b>
<b>Post:</b>	<b>Graduate Research Assistant (0.5 WTE)</b>
<b>Reference No:</b>	<b>P58184</b>
<b>Grade:</b>	<b>E</b>
<b>Reporting To:</b>	<b>Vicki Goodwin</b>
<b>Responsible For:</b>	<b>HERO trial data collection</b>

The above 0.5 WTE post is available from 1st Nov 2017 to 31st May 2018.

### **Job Description**

In collaboration with Bradford Teaching Hospital NHS Foundation Trust and the University of Leeds, we have been awarded a £2 million research grant by the NIHR, to conduct a multi-centre trial of a home-based exercise intervention as extended rehabilitation for older people with frailty (HERO trial).

The post will involve recruiting and consenting participants and data collection to an internal pilot randomised controlled trial, predominantly in the Exeter area although travel to the Torbay area may be required. The data collection may be on NHS premises, in participants' homes or over the telephone.

A DBS check will be required for this post.

### **Main purpose of the job:**

The post holder will work closely with the local principle investigator and research team as well as the research teams at the Universities of Exeter and Leeds and Bradford Teaching Hospitals NHS Foundation Trust to ensure timely and efficient participant recruitment and data collection.

### **Main duties and accountabilities:**

1. To support research activity under the direction of the principal investigator as appropriate to the research project. Responsibilities may include:
  - Undertaking a broad range of basic research activity according to the nature of the research project. For example preparing, setting up, conducting and recording the outcome of interventions
  - Maintaining databases, keeping accurate written and computerised records and ensuring data is stored securely and managed in accordance with the Data Protection Act;
  - Conducting literature and database searches as required;
  - Writing up the results of own research;
  - Contributing to the production of research reports and publications;
  - Presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups, sponsors or members of research groups;
  - Assisting in the preparation of papers or reports for steering groups and other bodies;
  - Providing administrative support to the principal investigator and other project researchers as required;
  - Making use of standard research techniques and methods;

- Analysing and interpreting the results of own research and generating original ideas based on outcomes;
  - Contributing to the planning of future research projects.
2. To support teaching activity by assisting in the supervision of student projects and providing limited supervision or instruction to classes, if required.
  3. To liaise with members of the research team and other colleagues as appropriate to the research project.
  4. To establish internal and external contacts to develop knowledge and understanding and form networks for future collaboration.
  5. To plan own day-to-day research activity within the framework of the agreed programme of research and co-ordinate own work with that of others in the group to avoid conflict or duplication of effort.
  6. To use research resources, laboratories and workshops as appropriate and to adhere to safety procedures as appropriate. This may include wearing personal protective equipment, conducting risk assessments, reducing hazards and being responsible for the health and safety of others.
  7. To engage in continuous professional development and to be responsible for continually updating own knowledge and understanding in field of study or specialism and for developing own skills.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

## **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/ Qualifications	Educated to first degree level or equivalent in nursing or an allied health profession or equivalent experience.  GCP Trained.	Post Graduate research or qualification.
Skills and Understanding	Possess an understanding of randomised controlled trials/ applied health services research.  Understanding of information governance and confidentiality.	
Prior Experience	Understanding of health and safety legislation.  Experience in research data collection  Experience working with older people in a hospital or community setting.  Experience of multidisciplinary working.	Experience in Clinical Research Co-Ordination.  Experience in managing staff/projects.  Experience working with people with cognitive impairment.
Behavioural Characteristics	Ability to maintain accurate records  Ability to organise and prioritise own research work within the project time frame.  Excellent written and verbal communication skills.  Computer literate.  Good analytical skills.  Able to liaise with colleagues and academic and clinical colleagues, as well as patients and carers.  Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.  Actively participate as a member of a research team  Engage in continuous professional development.  Understand equal opportunity issues as they may impact on areas of research content.	
Circumstances	Willing to work flexibly to achieve project demands.  Able to travel between sites and visit participants in their own homes and attend local/regional/national meetings/events as required.	

### **Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

### **Further Information**

Please see our [website](#) for further information on working at the University of Exeter.