



THE POST

College:	College of Medicine and Health, Centre for Research in Ageing and Cognitive Health (REACH)
Post:	Graduate Research Assistant
Reference No:	P73082
Grade:	E
HERA:	tbc
Reporting To:	Anthony Martyr
Responsible For:	Conducting structured interviews with people with dementia and their family members for the INCLUDE study.

The above full-time post is available immediately in the College of Medicine and Health.

Job Description

Main purpose of the job:

To conduct structured interviews with people living with dementia and their family carers via telephone or internet, securely manage data using online data capture software, and contribute to summarising and reporting findings, as part of a COVID-19 rapid response study examining the social and psychological impact of the pandemic.

The list below covers the full range of responsibilities that jobs at this level may include. Some of the main duties listed below are not necessary for this fixed-term research role.

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 experiments and field work, developing questionnaires and conducting surveys, using straightforward mathematical modelling, statistical techniques or scientific computation;
 - 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

Competency	Essential	Desirable
Attainments/Qualifications	Educated to first degree level in a related field of study or equivalent experience.	Educated to MSc level in a relevant discipline
Skills and Understanding	Possess sufficient breadth or depth of knowledge in the discipline and of research methods and techniques to work within own area.	Understanding of dementia.
Prior Experience	Understanding of health and safety legislation. Recruiting, consenting and collecting data from research participants.	Experience of working with people living with dementia and/or family carers of people with dementia. Qualitative and quantitative data collection from research participants.
Behavioural Characteristics	Able to engage and communicate well with research participants, some of whom may find communication challenging. Excellent verbal communication skills and good written skills. Ability to maintain accurate records. Ability to organise and prioritise own research work within the project framework.	Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.

	<p>Computer literate and able to learn to use new software packages</p> <p>Good analytical skills.</p> <p>Able to liaise with colleagues and students.</p> <p>Actively participate as a member of a research team to meet project deliverables.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues as they may impact on areas of research content</p> <p>An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.</p>	
Circumstances	<p>Willing to work flexibly to achieve project demands.</p> <p>Able to work either from home or at the office, as circumstances dictate.</p> <p>DBS check required</p>	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Claire Pentecost, Programme manager, telephone (01392 72 4653) or email c.pentecost@exeter.ac.uk.

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.