

<b>POST DETAILS</b>	
<b>Post Title</b>	<b>Research Assistant</b>
<b>Faculty/Department</b>	<b>Hull York Medical School</b>
<b>Reporting to</b>	<b>Chair in Primary Care</b>
<b>Duration</b>	<b>21 months</b>
<b>Job Family</b>	<b>Academic</b>
<b>Pay Band</b>	<b>Band 6</b>
<b>Benchmark Role Profile</b>	<b>Research Band 6</b>
<b>CRB Disclosure Requirement</b>	<b>No</b>
<b>Vacancy Reference</b>	<b>HY0042</b>
<b>DETAILS SPECIFIC TO THIS POST</b>	
<p><b>Background and Context</b>            This post is funded by research grants from NHS Hull and Macmillan Cancer Support. The post holder will be involved in organising and conducting the research for two projects. The first of these, funded by NHS Hull, is to work with GP practices and commissioning groups to research how strategies to tackle health inequalities are being embedded into new structures in the NHS in the Humber region. The second project will involve telephone interviews with GPs from across the UK, evaluating the use of a tool to assist referral with cancer symptoms.</p>	

### **Specific Duties and Responsibilities of the post**

The main duties of the post include:

- Arranging interviews with GPs and key stakeholders (commissioning group leads, directors of public health, member and chairs of Health and Well being Boards) in the Humber area
- Travelling to conduct interviews with the key stakeholders in the Humber area
- Conducting in-depth interviews with the key stakeholders in the Humber area
- Conduct focus groups in general practices
- Telephone interviews with GPs
- Analysis and interpretation of qualitative data in conjunction with the research team
- Liaising with other members of the research team
- Attending team meetings
- Preparation of reports for meetings and for the funders and papers for publications
- The post holder will be encouraged to attend courses provided by the university designed to aid their professional development.

### **Additional Information**

The post-holder should have expertise in qualitative data collection and analysis.

## Generic Job Description

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This is an entry level post and may be suitable for those planning to train and develop their research skills so that they may take on a more senior research post in the future.

Research Staff at this level will assist an individual research leader or team to carry out a particular study or studies.

The research assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

The main focus of the work will involve the generation or collection of data using standard methods which have been developed by others. The role holder will assist with analysis and interpretation of results and the drafting of research reports and publications.

### Main Work Activities

1. Pro-actively contribute to the research project and conduct own research to include:
  - Gather, prepare, analyse and interpret data
  - Conduct literature and database searches
  - Write up and present own research results
2. Contribute to the management of research projects to include:
  - Contribute to the planning of projects
  - Plan own research activity within the framework of the agreed programme
3. Prepare reports and papers describing the results of the research for both internal and external publication to include:
  - Contribute to the production of research reports and publications
  - Present information on research progress and outcomes to bodies supervising research

4. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University
  - Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
  - Actively participate as a member of the research team which will involve attending and contributing to relevant meetings.
5. Provide guidance as required to support staff and any project students who may be assisting with the research.
6. Demonstrate evidence of own personal and professional development including:
  - Appraisal, induction and performance reviews
  - Participation in training and development activity
  - Maintenance of links with professional institutions and other related bodies

**Additionally the post holder will be required to**

- Undertake all duties in line with the University Health and Safety Policy
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices

## PERSON SPECIFICATION – Research Band 6

**Guidance Notes:** Please give details of the End Desirable criteria you require for the post. This document will form part of the advertisement and recruitment pack to candidates. If a candidate does not meet all the criteria listed as 'Essential' they must not be interviewed. NB: Please remove the above guidance information once person specification has been completed

Specification	Essential	Desirable	Examples Measured by
<p><b>Education and Training</b></p> <p>Formal qualifications and relevant training</p>	<p>PhD (or equivalent research experience) in social or health sciences</p>		<p>Application</p>
<p><b>Work Experience</b></p> <p>Ability to undertake duties of the post</p>	<p>Experience of qualitative interviewing and data analysis</p> <p>Experience in primary care or cancer-related health services research</p> <p>Experience of presenting research findings</p>	<p>Evidence of peer-reviewed publications.</p> <p>Experience in primary care or cancer-related health services research</p>	<p>Application</p> <p>Interview</p>
<p><b>Skills and Knowledge</b></p> <p>Includes abilities and intellect</p>	<p>Good IT skills</p> <p>Good writing skills</p> <p>Good written and verbal communication</p> <p>Qualitative interviewing skills</p> <p>Data handling and analysis skills</p>		<p>Application</p> <p>Interview</p> <p>Other</p>

<p><b>Personal Qualities</b></p> <p>Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010)</p>	<p>Ability to work independently and as part of a team  Reliable, responsible, self motivated, well organised  Ability to manage time and workload effectively  Ability to relate to staff at all levels</p>		<p>Application  Interview  Other</p>
--	--	--	--