



## JOB DESCRIPTION

<b>Job Title:</b>	Part time PDRA (60%, fixed term, 18 months)
<b>Department / Unit:</b>	Psychology
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Tamar Pincus
<b>Accountable for:</b>	Systematic review coding
<b>Purpose of the Post</b>	
To lead and manage research carrying out a systematic review of antidepressants, including supervising a part-time research assistant, liaising with the co-applicant, other external researchers, and PPI, leading on all day-to-day management of the study and the write up.	
<b>Key Tasks</b>	
<p>To be responsible for setting up and managing the study, including</p> <ul style="list-style-type: none"> <li>• Managing the research assistant, including allocating work duties, ensuring quality of work is at the required level, providing supervision on data extraction.</li> <li>• Managing all aspect of software that the study entails, using bespoke Cochrane software.</li> <li>• Liaising between the Research Team members.</li> <li>• Preparing papers for meetings and keeping protocols of work.</li> <li>• Liaising with PPI, including (with other team members) setting up meetings.</li> <li>• Leading on write up.</li> <li>• Preparing dissemination and impact activity and materials, attending and presenting in conferences.</li> </ul> <p>To contribute to writing, submission and revision of manuscripts to be published in appropriate peer- reviewed journals, collaborating with others as necessary.</p> <ul style="list-style-type: none"> <li>• Results and interpretation will be documented in papers that will be prepared for submission to scientific journals for peer-review and publication.</li> </ul> <p>To contribute to the overall activities of the research team and the department as appropriate.</p> <p>To contribute to the induction and direction of other research staff and students if so requested by the Principal Investigator.</p> <ul style="list-style-type: none"> <li>• New staff and students that may join the team in the future will need to be introduced to practicalities of using specific equipment and software for the study.</li> </ul>	

To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Principal Investigator.

Duties and responsibilities may be amended by the Principal Investigator as necessary, in consultation with the post-holder.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

To undergo continued personal professional development

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts