

## JOB DESCRIPTION

<b>Job Title:</b>	Part time Research Assistant (40%)
<b>Department / Unit:</b>	Psychology
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Tamar Pincus
<b>Accountable for:</b>	Systematic review coding
<b>Purpose of the Post</b>	
To undertake research in a extracting data towards a systematic review of antidepressants, including designing and running software, recording, analysing and as part of a team, writing up results.	
<b>Key Tasks</b>	
<p>To be responsible for setting up and running the software and the data needed to carry out a systematic review, supported by the research team.</p> <ul style="list-style-type: none"> <li>• Data will need to be stored, coded and analysed in bespoke software, and set-ups for data extraction will require advance planning and development.</li> <li>• Small scale pilot experiments will need to be run that to inform the coding framework of the planned work.</li> <li>• Studies will need to be identified using a systematic search, coding and extraction methodology.</li> </ul> <p>To maintain a permanent record of search and data details, to analyse and archive data generated from searches and write up the results.</p> <ul style="list-style-type: none"> <li>• Data will need to be analysed to generate results.</li> <li>• The results will need to be interpreted in the context of the relevant literature.</li> </ul> <p>To contribute to the preparation and presentation of findings of research activity to colleagues and at scientific meetings.</p> <ul style="list-style-type: none"> <li>• Results will be disseminated in scientific meetings (conference abstracts will need to be written and submitted from time to time). The post-holder might have an opportunity to present findings at scientific meetings.</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>	

To contribute to the overall activities of the research team and the department as appropriate.

To contribute to the induction and direction of other research staff and students if so requested by the Principal Investigator.

- 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.

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