

## JOB DESCRIPTION

<b>Job Title:</b>	Part-Time Lab Manager & Research Assistant
<b>Department / Unit:</b>	Department of Psychology
<b>Job type</b>	Research
<b>Grade:</b>	6
<b>Accountable to:</b>	Professor of Psychology
<b>Accountable for:</b>	Not Applicable
<b>Purpose of the Post</b>	
To assist with the research activities of the INtheSELF ERC-funded project.	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• <b>To be responsible for setting up and running experiments, ensuring that they are appropriately supervised and supported by the research team.</b> <ul style="list-style-type: none"> <li>○ Experiments will need to be programmed in specific software (Qualtrics, Gorilla).</li> <li>○ Experiments will need to be implemented in new online experimental set-ups that will require advance planning and development.</li> <li>○ Small scale pilot experiments will need to be run that can establish the viability of the planned experiments.</li> <li>○ Participants will need to be recruited online to take part in the experiments.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>To maintain a permanent record of experimental details, to analyse and archive data generated from experiments and write up the results.</b> <ul style="list-style-type: none"> <li>○ Online psychophysiological 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> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>To contribute to the preparation and presentation of findings of research activity to colleagues and at scientific meetings.</b> <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 will have an opportunity to present findings at scientific meetings.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>To contribute to writing, submission and revision of manuscripts to be published in appropriate peer- reviewed journals, collaborating with others as necessary.</b> <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> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>To contribute to the overall activities of the research team and the department as appropriate.</b> <ul style="list-style-type: none"> <li>○ The post-holder will be required to contribute to scientific discussion in regular laboratory meetings, assist doctoral students about planning and preparation of their own experiments, and offer advice and opinion on the analysis and interpretation of results.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>To contribute to the induction and direction of other research staff and students if so requested by the Principal Investigator.</b> <ul style="list-style-type: none"> <li>○ New staff and students that may join the laboratory in the future will need to be introduced to practicalities of using specific equipment and software for experiments.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Principal Investigator.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Duties and responsibilities may be amended by the Principal Investigator as necessary, in consultation with the post-holder.</b></li> </ul>
<b>Other Duties</b>
<p>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 his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>