



JOB DESCRIPTION

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| Job Title: | Research Assistant |
| Department / Unit: | Psychology |
| Job type | Professional Services. Part Time, Fixed Term |
| Grade: | RHUL 6 |
| Accountable to: | Principle Investigator |
| Purpose of the Post | |
| <p>Under the supervision of the PI, to be the onsite research lead for a schools-based therapy trial “Treating Unhelpful Suspicious Thoughts in teenagers (TRUST): A schools based feasibility randomised controlled clinical trial for adolescents (16-18 years) with elevated paranoia” (Research for Patient Benefit, National Institute for Health and Care Research funded grant).</p> <p>The post-holder will be responsible for running all research aspects of this schools-based trial at London secondary schools including roles such as: on-boarding schools, recruiting schools and participants, screening and conducting detailed eligibility assessments with potential participants, consenting adolescent participants, compiling datasets, working with PPI consultants and the research team, drafting reports, working with the project team to write up the results .</p> | |
| Key Tasks | |
| <p>To be responsible for setting up and running the trial at London Secondary Schools. Specifically, this will include:</p> <ul style="list-style-type: none"> • Approach and develop relationships with and on-boarding schools, including skilled liaison with senior leadership teams within schools. • Visiting school sites to establish procedures, set up recruitment, screen whole classes, manage consent processes • Lead on communications about the trial, with potential participants, schools, PI and research team, and PPI consultants. • Develop questionnaires on Qualtrics, scoring and following up with potential participants. • Conduct detailed eligibility assessments which will include (following training and under supervision of the PIs) conducting clinical and risk assessment and being responsible for determining eligibility of participants. • Develop and maintain a reliable and permanent record of participant flow through the study and all research aspects of the trial, ensuring compliance with ethical and safeguarding policies • Manage project data including collection of back up data in a timely manner as appropriate and data entry. • Develop an anonymous database to compile data through the trial. | |

- Store and organise data in line with GDPR and Ethics protocols
- Conduct follow-up assessments with participants ensuring the trial keeps to time a
- Manage and support resources including transfer of data

To contribute to the preparation and presentation of findings of research activity to colleagues and at scientific meetings.

- 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.

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

- The post-holder will be required to contribute to scientific discussion in regular laboratory meetings, advise doctoral students about planning and preparation of their own experiments, and offer advice and opinion on the analysis and interpretation of results.

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 laboratory in the future will need to be introduced to practicalities of using specific equipment and software for experiments.

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 University. 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.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

Job Title: Research Assistant

Department: Psychology

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge, Education, Qualifications and Training | | |
| BPS accredited psychology undergraduate degree | X | |
| Previous experience working as a Research Assistant or Assistant Psychologist | X | |
| Knowledge of research techniques | | X |
| MSc in relevant subject area | | X |
| Qualification / experience in area of research | | X |
| Skills and/or Abilities | | |
| Basic research skills | X | |
| Training in quantitative research methods | X | |
| Ability to communicate sometimes complex information to a range of scientific and non-scientific audiences | X | |
| Excellent organisational skills | X | |
| Excellent engagement and communication skills | X | |
| Computer literate in Microsoft Word, Excel and PowerPoint | X | |
| Web design skills | | X |
| Experience | | |
| Experience of working in a research environment | X | |
| Experience of working in schools or with young people | | X |
| Research experience complementary to the project | | X |
| Experience of interdisciplinary working | X | |
| Experience of research collaboration | | X |