



Job Description

Job Title:	Research Assistant
Department:	Psychology
Job type:	Professional Services
Grade:	6
Accountable to:	Principal Investigator
Purpose of the Post	
<p>Under the supervision of the PI, to be the onsite research assistant for a research project “How does poor sleep-in adolescents impact learning and education?” (Leverhulme Trust funded grant).</p> <p>Working with the Postdoctoral Researcher employed on this project, the post-holder will be responsible for running several research aspects of this project including roles such as compiling datasets, analysing data, working with the advisory board and the research team, drafting reports and other outputs, working with the project team to write up the results.</p>	
Key Tasks	
<p>To be responsible for data analysis, archival, and dissemination of the data acquired during the project. Specifically, this will include:</p> <ul style="list-style-type: none"> • Complete data entry tasks and check quality of data entry completed by undergraduate research assistants. • Score data from learning and memory tasks. • Analyse actigraphy data collected over the course of the project. • Assist in producing project outputs including infographics, lay reports, and academic publications. • Maintain and archive a reliable and permanent record of participant flow through the study and all research aspects of the project. • Develop an anonymous database to share with other researchers. • Store and organise data in line with GDPR and Ethics protocols. • Update content on the project website. <p>To contribute to the overall activities of the research team and the department as appropriate.</p> <ul style="list-style-type: none"> • The post-holder will be required to contribute to scientific discussion in regular laboratory meetings, advise other members of the research group 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

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.

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.

Person Specification

Job Title: **Research Assistant**

Department: **Psychology**

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Degree in Psychology or a closely related subject area	X	
Knowledge of research techniques	X	
Qualification / experience in area of research		X
Skills and Abilities		
Basic research skills	X	
Training in quantitative research methods using R software	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	X
Web design skills		
Experience		
Experience of working in a research environment	X	
Research experience complementary to the project		X
Experience of research collaboration		X