



#### Research Assistant

<b>Job Title:</b>	Research Assistant
<b>Reference No:</b>	
<b>Reports to:</b>	Principal Investigator
<b>Responsible For:</b>	Recruitment research
<b>Grade:</b>	C
<b>Working Hours:</b>	One day per week (7.5 hrs)
<b>Faculty/Service:</b>	School of Medicine, Faculty of Health Sciences & Wellbeing
<b>Location:</b>	University of Sunderland City Campus or Scotland (remote)
<b>Main Purpose of Role:</b>	<p>The main purpose of the Research Assistant is to support the effective delivery of the Cancer Research UK funded study titled: “Improving uptake of breast, bowel and cervical cancer screening among Muslim women: a non-randomised feasibility study of a peer-led, faith-based intervention”, by working in partnership with the community, building and maintaining strong links with the community and ensuring the project is grounded in a true participatory approach.</p>
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>• Act as the Recruitment Lead for the project.</li><li>• Facilitate recruitment of research participants.</li><li>• Facilitate the recruitment and maintenance of the Public Involvement Community Engagement (PICE) group.</li><li>• Facilitate links to relevant communities in the North East of England and Scotland.</li><li>• Contribute to relevant research meetings.</li><li>• Contribute to all aspects of the research where relevant.</li><li>• Develop and implement a personal research plan and where appropriate related reach-out plan.</li><li>• Undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys.</li><li>• Conduct literature and database searches.</li><li>• Continue to update knowledge and develop skills.</li><li>• Seek to exploit the outcomes of research.</li><li>• Assist in the supervision of student projects.</li><li>• Could be expected to contribute to delivery of modules for example on the use of research methods and equipment.</li></ul>

**Special  
Circumstances:**

This role is specific to the project titled: “Improving uptake of breast, bowel and cervical cancer screening among Muslim women: a non-randomised feasibility study of a peer-led, faith-based intervention”.



**Part 2A: Essential and Desirable Criteria**

	<b>Essential</b> <b>Qualifications and Professional Memberships:</b> N/A
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Have strong links with relevant communities in the North East of England and/or Scotland</li><li>• Experience of working in partnership with relevant communities</li><li>• Proven communication skills, including presentations to various audiences</li><li>• Exceptional accuracy, thoroughness, attention to detail, and organisation skills</li></ul>
	<b>Desirable</b> <b>Qualifications and Professional Memberships:</b> <ul style="list-style-type: none"><li>• Health related degree</li></ul>
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Experience of conducting research</li><li>• Experience of recruitment of research participants</li></ul>

**Part 2B: Key Competencies**

<b>Competencies are assessed at the interview/selection testing stage</b>	<b>Analysis and Research</b> <ul style="list-style-type: none"><li>• Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processed used for analysis.</li></ul>
	<b>Communication</b> <b>Oral</b> <ul style="list-style-type: none"><li>• Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs.</li><li>• Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.</li></ul>

- Monitors understanding of others, develops approach and takes corrective action if required.

#### **Written**

- Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.
- Presents complex information in formats appropriate to non-specialists without comprising meaning
- Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

#### **Decision Making**

##### **Independent decisions**

- Considers wider impact of decisions, assesses possible outcomes and their likelihood.
- Uses judgement to make decisions with limited or ambiguous data and takes account of multiple factors.
- Distinguishes between the need to make a decision, when to defer and when not to take a decision.

##### **Collaborative decisions**

- Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed.
- Enables others to contribute to decisions.
- Ensures that options are weighed, outcomes identified and chances of success considered.
- Challenges decisions, appropriately to ensure consideration and processes are robust.

##### **Contribute to the decision making of others**

- Anticipates and highlights issues that need to be taken into account.
- Outlines possible impacting factors, assessing their degree of influence on the choice of options.
- Ensures previous learning is included.

#### **Initiative and Problem Solving**

- Initiates processes and procedures to resolve new problems.
- Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them.
- Takes account of others and the broader context when generating options.

#### **Pastoral Care and Welfare**

- Calms and reassures those in distress.
- Deals with difficult situations or confidential matters, according to policy and procedures.
- Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

### **Planning and Organising Resources**

- Suggests ways of improving working practice and use of resources.
- Creates realistic plans to achieve own deadlines and objectives.
- Monitors progress of self and or others so that corrective action can be taken if needed.
- Ensures that time and resources are used effectively to their maximum efficiency.

**Date Completed:**

24 January 2023