
University of Sunderland

Role Profile

Part 1

Lifechanging



**University of
Sunderland**

Job Title	
Job Title:	Research Associate
Reference No:	
Reports to:	Principal Investigator
Grade:	E
Working Hours:	37 hours per week for nominal purposes
Faculty/Service:	School of Medicine, Faculty of Health Sciences & Wellbeing
Location:	Sunderland City Campus
Main Purpose of Role:	We are seeking a Postdoctoral Research Associate to support the effective delivery of the NIHR funded EQUITY in Black Adult health (EQUITA)- a randomised feasibility trial of a co-produced and faith-placed intervention to increase uptake of breast, cervical, bowel, and AAA screening in the North East of England, Leeds and Scotland.
Key Responsibilities and Accountabilities:	<p>Faculty Specific:</p> <ul style="list-style-type: none">• The overall efficient day-to-day management of the trial.• Establishment of procedures to ensure adherence to trial protocols and administrative requirements.• Monitoring the trial progress to ensure compliance with and adherence to the project plan and to identify, evaluate and rectify problems.• Understand the requirements of the various controlling bodies, agencies and frameworks, guiding the project in conforming to those requirements and coordinating any necessary audit processes.• Liaison with the Trial's Steering committee and Data Monitoring and Ethics Committee, with a particular view on compliance with Research Governance, Good Clinical Practice, Data protection and Ethical Requirements.• Provision of regular and ad hoc information, both written and verbal, to all the trial participants, funders and sponsors, to include reports, updates, guidance, commitments and, possibly, a Newsletter.• Work with the project Leads to ensure that the trial is meeting its targets and is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding or time.• Planning and supporting the meetings and work of the various groups and bodies associated with the trial.• Creation and maintenance of all trial files, including the trial master file, and oversight of site files.

- Assurance that personal and confidential information is restricted to those entitled to know.
- Contribute to effective liaison and networking with all stakeholders, including community organisations and Patient, Public, Community Engagement and Involvement.
- Assist with the process of obtaining ethical approval.
- Support timely recruitment of trial participants with secure randomisation processes and subsequent efficient and effective data management.
- Facilitate the delivery of the intervention, qualitative evaluation through focus groups and/or interviews and the quantitative evaluation through a survey.
- Collect and analyse quantitative and qualitative data.
- Carefully track and monitor project data concerning the feasibility aspect, such as recruitment rates.
- Support the management of the trial budget and maintenance of accounts.
- Coordinate dissemination, preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements.
- Contribute ideas for new research projects and proposals building on the current project.

Generic to all Research Associate roles:

- Develop and implement a personal research plan and where appropriate related reach-out plan.
- Conduct individual and collaborative research and assist with related reach-out projects.
- Assist with the dissemination of research findings and reach-out activities through publication, presentation or exhibition.
- Continually update knowledge and understanding in field or specialism.
- Translate knowledge of advances in the subject area or professional practice into research activity.
- Assist in the development of student research skills.

Special Circumstances:

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting the project by undertaking responsibilities which are commensurate with the grade, and as directed by the Principal Investigator.



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- PhD (or be near completion) in public health or a related field within social sciences (e.g. health psychology, sociology, anthropology), excluding lab-based biomedical sciences.

Knowledge and Experience:

- Experience of working on research projects, including planning and conducting studies and contributing to analysis of the study, or leading on certain elements
- Strong working knowledge of planning and conducting quantitative and qualitative research
- Experience of conducting research relevant to this field (i.e. ethnic minority groups, cancer or health inequalities)
- Experience of managing administrative duties related to research projects
- Experience of working with multi-disciplinary research project teams
- Experience of working with multiple stakeholders, including community groups

Desirable

Qualifications and Professional Memberships:

- MSc in relevant subject area

Knowledge and Experience:

- Strong working knowledge of Patient, Public and Community Engagement and Involvement
- Strong working knowledge of planning and conducting feasibility or clinical trials
- Strong working knowledge of planning and conducting mixed methods research
- Strong working knowledge of conducting literature reviews with a systematic approach
- Strong working knowledge of participatory approaches.
- Experience of publishing quality research outputs
- Experience of planning and conducting qualitative research.
- Experience of research leadership
- Experience of working with SPSS
- Experience of working with NVivo

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Analysis & Research

- Gathers data rigorously and conducts robust analysis, questioning assumptions and existing knowledge
- Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis

Communication

Oral Communication

- Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs
- Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes
- Monitors understanding of others, develops approach and takes corrective action if require

Written Communication

- 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

Provision of Advice

- 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 & Problem Solving

- Analyses problems to identify their cause
- Takes action to prevent recurrence of problems
- Considers possible solutions to identify those which offer wider benefits

- Obtains evidence to support intuition

Teamwork & Motivation

- Helps to clarify priorities and ensure they are understood by all
- Supports colleagues in need of extra help
- Acknowledges the achievement of colleagues

Date Completed:

8 November 2024