Job Description

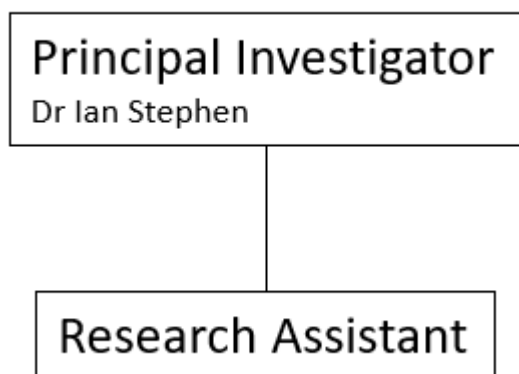| Position / Job Title:	Research Assistant (RED ID 14520)
Ref:	553
Location/Building:	Poole House - Talbot Campus
Faculty/Professional Service:	Faculty of Science and Technology
Group/Section:	School of Psychology
Duration if Temporary:	Fixed Term Until 31/08/2027
Normal Hours per Week:	7.4 hours (0.2FTE)
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	4
Accountable to:	Dr Ian Stephen, Associate Professor of Psychology

Job Purpose

To undertake directed research activity as part of a Leverhulme Trust funded project "The mechanisms underlying body size and shape misperception in young women" under the direction of the Principal Investigator. The project will aim to understand how exposure to images of extreme body types affects young women's perception of their own and others' body size and shape. The role of the Research Assistant is to contribute to its delivery by consolidating the work and records generated by the project and providing project management co-ordination and administrative support.

Main Responsibilities

1. Undertake research as directed, including developing studies (probably in PsychoPy)

2. Co-ordinate the day-to day administrative management of the project, primarily recruitment, scheduling and running of participants.

3. Maintain accurate, complete and timely data and records in accordance with BPS standards and project protocols

4. Assist with data processing and analysis (probably in JASP and/or R).

5. Assist with dissemination of research findings, potentially including drafting papers for publication.

6. Attend and participate in team meetings as appropriate.

7. Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.

Organisation Chart (Please draw or attach a chart using job titles showing clearly the job, immediate supervisor/manager and the team roles)

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┌─────────────────────────┐
│  Principal Investigator │
│  Dr Ian Stephen         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│  Research Assistant     │
└─────────────────────────┘
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Contacts:

The post holder will be expected to be self-motivated, be capable of managing their own time, and be able to work effectively with minimal supervision (but to ask for help when necessary). The work will include liaising with the project team, technical and support staff within the Faculty.

Challenges What are the most difficult, complex or challenging parts of the job

This post requires excellent project management, research and organisational skills. It will also require excellent interpersonal skills as you will be required to recruit, and work with participants in a friendly and professional way.

Information Governance Responsibilities

Data User
   i.   Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

November 2025

Person Specification

Position / Job Title: Research Assistant	Faculty / Service: Insert Department Name
Position No:	Date: Click or tap to enter a date of document

SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Expertise in Psychology or a related area – typically to degree level	E
Fluent English – written and verbal	E
Experience of using PsychoPy, JASP, R and basic coding in Python	D
Experience of research in psychology – preferably in a cognitive or clinical topic	E
Understanding of research ethics in psychology	E
Experience of dealing with participant recruitment and running face to face experiments	D
Skills	
Excellent interpersonal skills	E
Ability to work to deadlines	E
Excellent communication skills	E
Strong administrative skills	E
Strong writing abilities	E
Ability to write and follow experimental procedure documents in psychology	D
Attributes	
Self-motivated	E
Analytical	E
Collegiate	E
Commitment to high quality research	E
Initiative	E
Good organisational skills	E
Reliable	E
Punctual	E
Sensitive to participant concerns	E
Polite and friendly	E