

## Job Description

|                               |                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Position / Job Title:</b>  | <b>Research assistant (Fixed-Term, Part-Time)</b>                                                                    |
| <b>Ref:</b>                   | <b>484</b>                                                                                                           |
| <b>Location/Building:</b>     | <b>Christchurch House- Talbot Campus</b>                                                                             |
| <b>Faculty:</b>               | <b>Faculty of Health, Environment and Medical Sciences</b>                                                           |
| <b>Group/Section:</b>         | <b>School of Life and Environmental Sciences</b>                                                                     |
| <b>Duration if Temporary:</b> | <b>Fixed Term Until 18/09/2026</b>                                                                                   |
| <b>Normal Hours per Week:</b> | <b>8 hours</b><br>(Some flexibility will be required in order to ensure that key time scales and deadlines are met). |
| <b>Grade:</b>                 | <b>4</b>                                                                                                             |
| <b>Accountable to:</b>        | <b>Richard Paul, Professor</b>                                                                                       |

### Job Purpose

To undertake directed research activity as part of VOCs as diagnostic biomarkers of skin cancer research project under the direction of the Principal Investigator. The project will investigate VOCs released from skin cancer. The role of the Research Assistant is to collect and analyse VOC samples from skin cancer patients.

### Main Responsibilities

1. Undertake research as directed, including VOC sample collection from cancer patients and assistance with data analysis.
2. Maintain accurate, complete and timely data and records in accordance with GCP and the research protocol.
3. Conduct laboratory analysis of the collected VOC samples.
4. Prepare documentation and associated paperwork including consent, participant information sheets, etc.
5. Contribute to the development of best practice guidelines and the design and delivery of education and/or professional practice activities in insert relevant subject area
6. Contribute to publications and the dissemination of findings as appropriate under the supervision of the PI.
7. Attend and participate in team meetings and committees as appropriate.
8. Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.

## **Contacts:**

**Internal:** Research project team, technical and support staff within the university

**External:** University Hospitals Dorset

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

**Communication skills, empathy and understanding are crucial in this role when dealing with hospital patients, taking samples, and communicating with clinical staff.**

## **Information Governance Responsibilities**

### **Data User**

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

***[Include for Chief Operation Officer Only]***

### **SIRO**

- i. Overall risk owner for all information within BU.

***[Include for all Deans of Faculties or Directors/Heads of Professional Services Only]***

### **Data Owner**

- i. Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).
- ii. Identify and manage data protection risks for their respective data.
- iii. Determine and approve the usage / access / retention / destruction requirements.

***[Include for all direct reports to Deans of Faculties or Directors/Heads of Professional Services Only]***

### **Data Steward**

- i. Inspect, manage and monitor Information Governance compliance within their area.
- ii. Identify and manage data protection risks for the data used within their team/function.
- iii. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
- iv. Ensure access is provided where there is a clear justification and removed when it is not required.
- v. Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are developed, implemented, followed and regularly reviewed).

## **Information Governance Responsibilities**

### **Data User**

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

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

NB:

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 (Fixed-Term, Part-Time)               | Faculty/Professional Service: Faculty of Health, Environment and Medical Sciences |
| Position No:                                                                   | November 2025                                                                     |
|                                                                                |                                                                                   |
| <b>SELECTION CRITERIA</b>                                                      | <b>Essential / Desirable</b>                                                      |
| <b>Knowledge (including experience &amp; qualifications)</b>                   |                                                                                   |
| Expertise in SPME collection of VOCs from skin and GCMS analysis of biomarkers | E                                                                                 |
| Knowledge of analytical chemistry techniques as relevant to biomarker analysis | E                                                                                 |
| Experience of using GCMS acquisition and data analysis software                | E                                                                                 |
| Understanding of Good Clinical Practice                                        | E                                                                                 |
| <b>Skills</b>                                                                  |                                                                                   |
| Ability to work to deadlines                                                   | E                                                                                 |
| Excellent communication skills                                                 | E                                                                                 |
| Strong administrative skills                                                   | E                                                                                 |
| Strong writing abilities                                                       | E                                                                                 |
| <b>Attributes</b>                                                              |                                                                                   |
| Analytical                                                                     | E                                                                                 |
| Collegiate                                                                     | E                                                                                 |
| Commitment to high quality research                                            | E                                                                                 |
| Initiative                                                                     | E                                                                                 |