

<b>Post/Job Title:</b>	<b>Research Assistant (Fixed Term)</b>
<b>Location:</b>	<b>Bournemouth Gateway Building</b>
<b>Faculty/Professional Service:</b>	<b>FHSS</b>
<b>Group/Section:</b>	<b>Department of Rehabilitation and Sport Sciences</b>
<b>Duration if temporary:</b>	<b>August 2024 – 30 June 2025 (11 months)</b>
<b>Normal hours per week:</b>	<b>37 Hours</b>
<b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>	
<b>Grade:</b>	<b>4</b>
<b>Accountable to:</b>	<b>Dr Sophia Amenyah, Professor Jane Murphy, Professor Lee-Ann Fenge</b>

### **Job Purpose**

The successful candidate will be a research assistant on the project, **'Impact of a novel, inclusive, community-based food model on health, wellbeing and social connectedness of older people'** as part of the Dunhill Medical Trust Suitable Living Environments grant. Areas of activity will include planning, design and conducting research, research-oriented administration, producing published outputs including scoping review, coordinating the research project as directed by the Principal Investigator and organisation of research and participant, administrative support for research and knowledge exchange dissemination activities.

### **Main Responsibilities**

1. Assisting in the deliver research objectives of proposed work within the timeframes of the project(s) and ensuring the achievement of project outcomes.
2. Assisting in the plan, design and conducting of research using recognised approaches, methodologies and techniques within the research area.
3. Ensure the maintenance of data and records in accordance with the appropriate protocol(s).
4. Assisting in the write up research work for publication, to include research outputs and reports.
5. Assisting in the present findings at national/international conferences and other dissemination and knowledge exchange activities, including public engagement.
6. Ensure the development of best practice guidelines and the design and delivery of education and/or professional practice activities in related subject areas.
7. Attend team meetings and committees as appropriate and provide support and guidance to other staff as appropriate.
8. Day-to-day administration support for the project including scheduling of meetings and travel schedules.
9. Logistics, inventory management, project correspondence, website and social media management.
10. Conducting scoping review, development of interview guides, data collection and analysis.
11. Build relationships with internal and external contacts to exchange information, publish outputs, develop future collaborations and identify potential sources of research funding / opportunities to collaborate.
12. 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**

The Research Assistant is based in the Department of Rehabilitation and Sports Sciences and reports Dr Sophia Amenyah (Project leader of 'Impact of a novel, inclusive, community-based food model on health, wellbeing and social connectedness of older people')

### **Contacts**

Internal: Project principal investigator and co-investigators

External: Collaborating partners, United St Saviour's Charity and various stakeholders including local health service providers and community organisations.

### **Challenges**

The postholder is expected to work to tight timescales and liaise with internal/external partners to produce outputs that meet the expectations of multiple stakeholders.

### **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 bared 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.

**July 2024**



## Person Specification

Post / Job Title: Research Assistant	Post No: 110
Faculty: Health and Social Sciences	Date: July 2024
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
<b>Knowledge (including experience &amp; qualifications)</b>	
A good honours degree or equivalent in relevant disciplines such as nutrition, psychology and social sciences	E
A postgraduate qualification	D
Experience in delivering research and/or service improvement projects, especially in health related and community settings	E
Research methodologies (qualitative or quantitative) including conducting interviews and data analysis	E
Knowledge and experience of data sources, literature searching and data analysis	E
Some evidence of research publications and/or conference papers	D
Knowledge and understanding of community-based projects	E
<b>Skills</b>	
Effective team working skills	E
Effective organisational skills, including time management, prioritising	E
Good IT skills	E
Excellent interpersonal and communication skills – both verbal and written	E
Evidence of well-developed networking skills	E
Experience of use of qualitative data management software such as NVivo	E
<b>Attributes</b>	
Ability to travel within UK	E
Able to work with initiative and versatility	E
Able to work and communicate with a wide range of people in different disciplines	E
Ability to work independently, as well as part of team	E