CORE JOB DESCRIPTION

Job Title: Research Assistant in Public Health

Grade: Research Assistant, Grade 6

Department, School: Department of Primary Care and Public Health, Brighton and Sussex Medical School

Location: Brighton, United Kingdom

Responsible to: Katherine East

Key contacts: Members of research group, members of faculty within the School and University.

Role description: Research Assistant is a pre-Doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff.

PRINCIPAL ACCOUNTABILITIES

1. To assist with a Cancer Research UK project assessing use of non-cigarette tobacco products (e.g., cigars, cigarillos, shisha, smokeless tobacco).

2. To assist with data analysis and contribute to the production of publications and research reports.

KEY RESPONSIBILITIES

1. Research, Scholarship & Enterprise

1.1 Conduct research activity under supervision of the Principal Investigator, and in collaboration with colleagues within the school and University College London.

1.2 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.

1.3 Contribute to the writing of reports and other dissemination activities under the supervision of the Principal Investigator.

1.4 Under guidance from the Principal Investigator to ensure compliance with ethical approval and data protection legislation.

1.5 Present information on research progress and outcomes to the funder (Cancer Research UK), under the supervision of the Principal Investigator.

1.6 Plan own day-to-day research activity within the framework of the agreed programme.

1.7 Learn about the publication process and contribute to research outputs for publication in recognised high-quality journals.

1.8 Continually update knowledge and understanding in the field of tobacco control and public health.

1.9 Engage in professional development.

2. Contribution to School & University

2.1 Attend and contribute to relevant School and project meetings.

2.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

3. Role-specific duties

3.1 Analyse multi-country survey data from the International Tobacco Control Policy Evaluation Project.

3.2 Report on and present findings in Microsoft Word and Microsoft Powerpoint.

3.3 Contribute to the write-up and publication of academic manuscripts and funder report(s).

3.4 Collaborate with colleagues at University College London and the University of Waterloo (Canada).

3.6 Contributing to other tasks related to the work of the team (e.g. publicity, dissemination activities).

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Under the supervision of the Principal Investigator, undertake research by conducting data analysis and presenting the outcomes.

- Manage and analyse data, and prepare written reports and summaries.

- Maintain and store project files and equipment as per health and safety and data regulations.

- As part of career development, contribute to the preparation of journal articles based on the research with support from the Principal Investigator.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.

3. Ability to show initiative, be pro-active, and work independently (under supervision by the Principal Investigator) as well as part of a team.

4. Ability to exercise a degree of innovation and creative problem-solving.

5. Excellent organisational and administrative skills.

6. Ability to prioritise and meet deadlines.

7. Ability to follow guidance of team leaders.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of applied health research, health psychology or a closely related area.

2. Excellent quantitative data analysis skills and proficient in the use of statistical programming software (e.g., Stata, R, SPSS).

3. Excellent IT skills, including the use and maintenance of databases and use of Microsoft Office (e.g., Word, Excel, PowerPoint).

4. Excellent academic writing skills.

5. Ability to engage with academic and non-academic collaborators and secure delivery of action from them.

DESIRABLE CRITERIA

1. Experience of analysing large quantitative datasets.

2. Experience of research in the field of public health.

3. Knowledge of tobacco control research.

4. Able to critically evaluate own and others' research.

5. Excellent attention to detail.

6. Knowledge of ethical research frameworks and GDPR.