

Research Assistant - School/Service - Grade E

Job Description

Purpose

To be responsible for the day-to-day operation of the data collection and analysis phase of projects linked to the Lancashire Universities Innovation Programme

Duties

1. Under the direction and guidance of Dr Ambreen Chohan assist with the qualitative and quantitative data collection, input/cleansing and analysis as per defined research protocols.
2. Undertake the management of data relevant to designated projects, which may include setting up data files, and conducting literature searches and reviews.
3. Attend project-planning, operational, and steering group meetings as required.
4. Assist in the preparation of any documentation and in feeding back information relating to the project to relevant parties.
5. Contribute to the development of new projects and support the Allied Health Research Unit team in preparation of bids for research grants.
6. Provide administrative support to research meetings and complete any other administrative tasks directly associated with the identified research projects.
7. Adhere to the appropriate ethical standards for research and protecting the confidential aspects of the School's work.
8. To carry out duties appropriate to the post as determined by Professor Jim Richards and Dr Ambreen Chohan.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of undertaking qualitative and/or quantitative research studies (Application/Interview).
- Experience of working with businesses (Application/Interview).
- Experience in data handling, including interpretation and use of analysis software packages (Application/Interview).
- Good honours degree, or equivalent, in a relevant area (Application/Interview).
- Ability to work as part of a team (Application/Interview).
- Numerate and computer literate (Application/Interview).
- Excellent oral and written presentation and communication skills (Application/Interview).
- Ability to work on own initiative (Application/Interview).
- Appreciation of the multi-disciplinary/collaborative nature of Health, Innovation and Wellbeing (Application/Interview).
- Professional approach to administrative duties (Application/Interview).

- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).