Research Assistant - Work and Health Development

Role Description

GRADE

Grade 4

LOCATION

Sighthill Campus, Edinburgh

LINE MANAGER

Professor Pete Robertson

Role Summary

This role is to support a new research project focused on career guidance for older workers (age 50-64 years). This work is funded by a National Institute for Health and Care Research (NIHR) – Work and Health Development Award. Edinburgh Napier University is working with the Universities of Nottingham and Leicester, the Institute of Occupational Medicine, and a number of career service providers.

The aim is to build a partnership in preparation for seeking funding for a substantial research project. Part of this preparation involves building an understanding of the perspectives that older workers have on the challenges in their careers, and the support that they have received. We will be identifying methods of service evaluation and clarifying the concept of a 'good' career outcome.

This role involves providing support across all aspects of the project, with a particular focus on conducting qualitative research, and supporting public engagement activites.

Line Management Responsibility for:

This role does not have any line management responsibilities currently.

Main Duties and Responsibilities

Research and Scholarship

- Undertake research interviews (both online and in person) and analyse qualitative data.
- Undertake basic research for example by preparing, setting up, conducting and recording the outcome of field work, the development of questionnaires and conducting surveys.
- Conduct literature and database searches.
- Write up results as project report.
- Continue to update knowledge and develop skills.

Communication

- Write up results of own research, as part of a guided process.
- Contribute to the production of research reports and publications.
- Present information on research progress and outcomes to bodies supervising research, e.g. steering groups.
- Prepare papers for steering groups and other bodies.

Liaison and networking

- Liaise with research colleagues and support staff on routine matters.
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.

Managing people

- Provide support and guidance to members of the public or service users who are participating in our public engagement activities.

Teamwork

- Actively participate as a member of a research team.
- Attend and contribute to relevant meetings.
- Take minutes and provide administrative support for project meetings.

Pastoral care

- Show consideration to others.

Initiative, problem-solving and decision-making

- Make use of standard research techniques and methods.
- Deal with problems which may affect the achievement of research objectives and deadlines
- Contribute to decisions affecting the work of the team.

- Analyse and interpret the results of own research and generate original ideas based on outcomes.

Planning and managing resources

- Plan own day-to-day research activity within the framework of the agreed project.
- Co-ordinate own work with that of others to avoid conflict or duplication of effort.
- Contribute to the planning of research projects.

Sensory, physical and emotional demands

- Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work
- Carry out tasks that require the learning of certain skills.

Work environment

- Is required to be aware of the risks in the work environment.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in a relevant discipline (for example with an undergraduate or Master's degree) and be developing further skills in and knowledge of research methods and techniques.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
• Masters (postgraduate) degree in a discipline related to social science or psychology	✔	
• PhD in a relevant topic		✔
Skills / Experience		
• Experience of using qualitative research methods	✔	
• Experience of conducting research interviews	✔	

	ESSENTIAL	DESIRABLE
• Experience of report writing for research purposes	✔	
• Able to prioritise and manage own workload	✔	
• A collaborative attitude and ability to work as part of a team	✔	
• Use of Thematic Analysis		✔
• Writing for academic publications		✔
• Conducting research with groups of people		✔
• Awareness of quantitative methods used in mental health or employment research		✔
• Analysis of quantitative data, including use of SPSS or similar statistical software		✔
• Knowledge of the relationship between work and health		✔
• Knowledge of career guidance and employment support services		✔
• Knowledge of issues facing older adults (age 50+)		✔
• Experience of using Microsoft Forms		✔