Last updated: 05 Dec 2022

**JOB DESCRIPTION**

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| Post title: | **Senior Research Assistant/Research Fellow in Social Care Research** | | |
| School/Department: | Health Sciences | | |
| Faculty/Directorate: | Faculty of Environmental and Life Sciences | | |
| Job Family: | Education, Research and Enterprise | Level: | 4 |
| Career Pathway (\*ERE): | Research pathway | | |
| Post title of Line Manager: | Professor Ruth Bartlett/Health Sciences | | |
| Post title(s) responsible for: | NA | | |
| Post base: | Office based | | |

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| Job purpose |
| To assist with the management and delivery of a 30-month mixed methods project, under the direction and supervision of the Chief Investigator - Professor Ruth Bartlett. The project is about how and why live-in care is arranged and sustained in England, when dementia is the primary support need (LIVE-DEM).  LIVE-DEM is funded by the National Institute for Health and Care Research NIHR (Health and Social Care Delivery Research Programme). It starts on January 1st 2025 and will run until 30th June 2027.  The post-holder will play a key role in helping to ensure the project runs smoothly and is delivered within the timeframe. You will be preparing documents for research approvals, organising project meetings and events, recruiting participants to the qualitative arm of the study; arranging and carrying out fieldwork in the homes of people who employ a live-in carer, and managing and analysing qualitative data. You will contribute to project management tasks (such as setting up and preparing for meetings), liaising with other members of the team and community-based partners, draft briefing reports, monthly newsletters, articles, and present results at conferences.  The post is funded at 80% FTE until 30.06.27. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To play a key role in qualitative data collection, management, and analysis. For example:   * Liaising with community-based partners to identify potential participants. * Recruiting and consenting up to 10 households who employ a live-in carer to the study according to a specified process and procedures. * Conducting in-person interviews in a flexible way under the guidance of the team. * Offering support to participants during the diary-keeping phase of data collection. | 40% |
|  | Carry out administrative tasks associated with the project, which is likely to include ensuring that all project documentation is kept in a clearly trackable system and is stored confidentially; arranging the storage and archiving of qualitative data; organising project meetings, workshops, and knowledge mobilisation events. | 20% |
|  | Undertake liaison with community-based partners and external organisations, including St Johns Wood and the Good Care Group, the lay advisory group, and international steering committee. | 10% |
|  | To contribute to the development and delivery of project outputs including the annual report, conference presentations, and information brochure for people living with dementia. | 10% |
|  | To complete approval forms and ensure all protocols, University Ethics policy, and research governance are always adhered to. | 5% |
|  | To contribute to impact work and public-facing events related to LIVE-DEM, including a Community Conference, workshops, and podcast series. | 5% |
|  | Engage in a range of relevant training and personal career development activities. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Internal: the postholder will work under the direction of the Chief Investigator (Prof Ruth Bartlett).  External: this post is funded by the NIHR and linked to ARC Wessex. The postholder will be expected to liaise with external members of the research team, which includes a person living with dementia, community-based partners and organisations, and members of the international steering committee. |

| Special Requirements of the Role |
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| To be available to travel to recruit and interview participants across the South of England and attend project meetings and events where necessary.  Applications to work remotely will be considered.  To attend national and international conferences for the purposes of knowledge mobilisation.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.*  **A standard DBS is required for this role** |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| **Qualifications, knowledge and experience** | PhD or equivalent professional research relevant qualification in area (s) related to social care.  Experience and knowledge of social care research. | PhD in social care involving people living with dementia.  Knowledge of case study research  Experience of using NVIVO or other qualitative data analysis package. | Application and CV |
| **Expected Behaviours** | Able to apply and actively promote equality, diversity, and inclusion principles to the responsibilities of the role.  ­Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  | Application and CV |
| **Management and teamwork** | Work closely with team members on all aspects of the project.  Able to contribute to project management and administrative processes |  | Application and CV |
| **Planning and organising** | Ability to plan and organise work independently and as part of a team.  Ability to work to deadlines.  Maintain comprehensive records of research work undertaken, and store these systematically. |  | Application and CV |
| **Problem solving and initiative** | Able to show initiative | Ability to manage long term data collection effectively. | Application and CV |
| **Communicating and influencing** | Ability to summarise literature clearly and succinctly.  Ability to collaborate in writing research reports.  Ability to participate in meetings and research discussions.  Ability to consult with senior colleagues.  Able to effectively edit writing to make it logical and succinct | Published an article in a peer-reviewed journal.  Fluency in two or more languages | Application and CV |
| **Special requirements (of the postholder)** | Willingness to travel to recruit, consent, and interview participants, and attend meetings where necessary. |  | Application and CV |

**JOB HAZARD ANALYSIS**

**Is this an office-based post, with routine hazards?**

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| Yes | This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below. |
| Partly | This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below. |
| No | This is a non office-based post and has some hazards. Please complete the analysis below. |

**HIRING MANAGER**

Please complete this section as accurately as possible to ensure the safety of the post-holder.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | ✓ |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | ✓ |  |  |
| Lone working |  | ✓ |  |
| ## Shift work/night work/on call duties |  |  |  |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.