

Research Assistant



ROLE DESCRIPTION

GRADE

GRADE 4

LOCATION

Sighthill Campus.
Edinburgh

LINE MANAGER

Prof Lis Neubeck

ROLE SUMMARY

The post-holder will join the Cardiovascular Health Centre (CVH) as a research assistant. The aim of the post is to support Professor Neubeck in her role as NRS Cardiovascular Clinical Network Lead and the fellow will have the opportunity to work on a variety of research projects, including a study into the delivery of text messages to promote physical activity, a study into dental health and heart conditions, and one about blood pressure management in Scotland.

The post-holder will be responsible for project management, co-ordination and day-to-day running of allocated studies and trials. They will work closely with Professor Lis Neubeck, Senior Research Fellow Dr Coral Hanson, and the Research Assistants (RAs), Clinicians and Co-Investigators across CVH projects.

With supervision and assistance from the Prof Neubeck and Dr Hanson, the post-holder will support allocated projects to ensure all NHS and University requirements relating to research governance, ethics, data management and security, and health and safety are in place; establish and maintain secure research databases; help devise, implement and evaluate strategies to achieve key research centre targets relating to participant recruitment, retention and experience; manage, co-ordinate and document research team and steering group meetings; contribute to scientific dissemination (e.g.,



papers, conference presentations) and public engagement (e.g., website, knowledge exchange).

The post will offer training in complex intervention study and trial management procedures, and the post-holder will gain first-hand experience of applying these methodologies within a cardiovascular health context. Their contribution to the successful completion of studies within the centre will be fully credited in output authorship, and opportunities to lead additional relevant research projects will be provided. This post would be particularly suited to individuals interested in pursuing a career in cardiovascular research.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure CVH studies satisfy and exceed all NHS and University requirements relating to research governance, ethics, data management and security, and health and safety.
- Establish and maintain secure research databases, enter and clean data, produce regular reports on recruitment progress, and conduct descriptive analysis of quantitative data using statistical software.
- Raise awareness of the studies with potential referrers. This will involve regular liaison with potential referrers and may involve attending clinical team meetings in community and hospital settings.
- Devise, implement and evaluate strategies to achieve key targets relating to participant recruitment, retention and experience.
- Manage, co-ordinate and document research team and steering group meetings.
- Contribute to scientific dissemination of CVH work (e.g., papers, conference presentations) and be responsible for public engagement (e.g., updating trial website, social media, knowledge exchange events).
- Attend and contribute to training, supervision and relevant research meetings. Actively participate as a member of the research team.
- Collaborate with clinicians and researchers inside and out with the University.
- 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

- | | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| • Undergraduate (UG) degree (or postgraduate) in relevant academic discipline (e.g., nursing, psychology, psychiatry, sport science) | ✓ | |
| • Postgraduate qualification or PhD (or near completion) in relevant academic discipline (e.g., nursing, psychology, psychiatry, sport science) | | ✓ |

SKILLS / EXPERIENCE

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|--|---|---|
| • Knowledge of issues surrounding the care of people with cardiovascular disease. | ✓ | |
| • Excellent written and verbal communication skills, including presentation and report writing skills. | ✓ | |
| • Excellent organisation, prioritisation and time management skills, with a flexible approach to working. | ✓ | |
| • Strong attention to detail. | ✓ | |
| • Ability to work independently and as a part of a team. | ✓ | |
| • Experience of working with people with cardiovascular health problems, in either a voluntary, clinical or research capacity. | | ✓ |
| • Experience in conducting quantitative data analysis. | | ✓ |
| • Experience of using SPSS or other statistical software packages. | | ✓ |
| • Experience of managing procedures relating to research governance, NHS ethical approval, and data management and security. | | ✓ |
| • Experience of recruiting clinical participants to research projects. | | ✓ |
| • Experience of administering interviews and/or questionnaires. | | ✓ |
| • Experience of study/trial management. | | ✓ |