



# Research Assistant



## ROLE DESCRIPTION

**GRADE**  
GRADE 4

**LOCATION**  
Sighthill Campus

**LINE MANAGER**  
Dr Karen Campbell

### ROLE SUMMARY

A fixed-term Research Assistant is required to support a Macmillan Cancer Support funded service review of thirty-six social care sites in the transforming cancer care programme across Scotland. They will require knowledge in quantitative methods and will work for the majority independently and with some aspects under supervision of the project Research fellow and project leads.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

## MAIN DUTIES AND RESPONSIBILITIES

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- Day to day management of the of the e HNA and supporting PROM's data provided by Macmillan cancer Support and the sites across Scotland.
- Design develop a data base and iaise with the leads on all thirty-six projects to enhance the transfer of the data
- Design and develop workshops to share findings and gain feedback from stakeholders.
- Independently analyse quantitative data on SPSS software.
- Contributing to proposals for publications.
- Attend project meetings online and face to face
- Any other duties as may be reasonably assigned by the line manager.
- 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 |
|--|-----------|-----------|
| <ul style="list-style-type: none"> <li>MSc/MRes/Mphil or related relevant subject area; or equivalent combination of experience and qualifications.</li> </ul> | ✓         |           |
| <ul style="list-style-type: none"> <li>PhD</li> </ul>  |           | ✓         |

### SKILLS / EXPERIENCE

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>Experience of working within academic team working with participants on patient data.</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience of contributing to publications.</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Familiarity with healthcare research.</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience with working with stakeholders and steering groups to disseminate findings and gain further insight to direct research.</li> </ul> | ✓ |   |
| <ul style="list-style-type: none"> <li>Knowledge of health care research methods and approaches.</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills, including presentation and report writing skills.</li> </ul>                               | ✓ |   |
| <ul style="list-style-type: none"> <li>Excellent organisation, prioritisation and time management skills, with a flexible approach to working.</li> </ul>                            | ✓ |   |
| <ul style="list-style-type: none"> <li>Strong attention to detail.</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to work independently and as a part of a team.</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Excellent IT skills including office software, social media platform, and website development skills.</li> </ul>                              | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience of event organisation, both face to face and online events.</li> </ul>   |   | ✓ |
| <ul style="list-style-type: none"> <li>Commitment to interdisciplinary research.</li> </ul>  |   | ✓ |