

Research Assistant



ROLE DESCRIPTION

GRADE

Grade 4

LOCATION

Sighthill, Edinburgh

LINE MANAGER

Principal Investigator

ROLE SUMMARY

The purpose of this post is to provide research assistance on the ExtraCECI project, funded by MRC. This project is a cluster randomised controlled trial (RCT) of people living with HIV/AIDS (PLWHA) receiving care in community settings in Ghana.

The Research Assistant (RA) will assist in preparing ethics application documents, trial registration documents, statistical analysis, risk calculation with reference to PLWHA health insurance schemes, adhering to treatment and follow up, coordinating and reporting on project activities as well as scheduling regular project meetings with collaborators based in King's College London, University of York, and the University of Ghana.

The RA will work with the Principal Investigators (PI) to plan, implement, evaluate, and report all project activities. You will report directly to the PI on all matters relating to the project and will work with other RAs across project teams to ensure timely target delivery.

The post duration is approximately four years and will include assistance with writing quarterly project reports and academic papers. There will be considerable liaison with York Clinical Trials Unit, who will be providing trial management including statistical expertise, working closely with the University of Ghana team who will be managing and sharing anonymised data



with Edinburgh Napier University, as well as providing health economics expertise.

The post is part time - 2.5 days per week and will provide an excellent opportunity to be involved in large-scale research.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

TEACHING AND LEARNING SUPPORT

- Could be expected to assist in the supervision of undergraduate student projects.
- Could be expected to contribute to introductory courses at undergraduate level, for example on the use of research methods and equipment.

RESEARCH AND SCHOLARSHIP

- Assist in preparing ethics application & trial registration documents,
- Assist with statistical analysis including risk calculation with reference to PLWHA health insurance schemes and adhering to treatment and follow up.
- Support, coordinate and report on project activities as well as scheduling regular project meetings with collaborators.
- Assist with writing quarterly project reports and academic papers.
- Liaison with York Clinical Trials Unit in ensuring that anonymised data received from Ghana is shared promptly.

COMMUNICATION

- Write up project results in line with project timelines as part of a guided process.
- Contribute to the production of project reports and publications.
- Present information on research progress and outcomes at conferences

LIAISON AND NETWORKING

- Liaise with research colleagues within the collaborating institutions in Ghana and the UK on routine matters.
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.

TEAMWORK

- Actively participate as a member of a research team.
- Attend and contribute to 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 other RAs to avoid conflict or duplication of effort.

WORK ENVIRONMENT

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



EXPERTISE

- Possess sufficient breadth or depth of specialist knowledge in statistics, risk evaluation and calculation regarding PLWHA health insurance schemes, adherence and follow up, adherence counselling for PLWHA and be willing to develop further skills in qualitative analysis.

OTHER DUTIES

- 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 |
|------------------------------------------------------------------------------------------------|-----------|-----------|
| • BSc (Hons) in Pharmacy or Pharmaceutical Science or related discipline equivalent experience | ✓ | |
| • MSc in Actuarial /Mathematical Science/ statistical or related discipline | ✓ | |

SKILLS / EXPERIENCE

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| • Good understanding and knowledge of the Ghana health system and social care services as it relates to PLWHA | ✓ | |
| • Experience of working with people living with HIV/AIDS clinically/research including adherence counselling | ✓ | |
| • Knowledge of information governance and data protection in the context of Ghana and UK | ✓ | |
| • Experience of working in community settings as a health personnel | ✓ | |
| • Good IT skills, particularly Microsoft Office packages, SPSS, and other data analysis packages | ✓ | |
| • Excellent interpersonal skills | ✓ | |
| • Ability to effectively in writing and personally to a range of stakeholders (including PLWHA) and professional staff within HIV/AIDS | ✓ | |
| • Ability to work independently and as part of a team | ✓ | |
| • Ability to manage own diary and work to deadlines | ✓ | |
| • Experience of working on funded research studies within health and/or social care settings | | ✓ |
| • Experience of working as part of a research team | | ✓ |
| • Knowledge/ experience of a range of study designs and associated methodologies (e.g. Quantitative and Qualitative Research Methodologies) | | ✓ |