

Job Description: Research Assistant

Faculty:	Faculty of Medicine, Health and Life Sciences
Department/Subject:	Pharmacy
Salary:	Grade 7: £34,610 to £38,784 per annum pro rata together with USS pension benefits
Hours of work:	2 days a week (0.4 FTE)
Number of positions:	1 (job share possible)
Contract:	This is a fixed term position until 1 st February 2027
Location:	This position will be based at the Singleton Campus

Main Duties	This is an exciting opportunity for a talented postgraduate researcher to work with a multi-disciplinary research team across Swansea and Cardiff Metropolitan Universities, Public Health Wales and the All-Wales Therapeutics and Toxicology Committee (AWTTC). The area of research is focussed on the co-production of illustrated communication resources to enhance public engagement in Wales with the four goals of the 'Your Medicines: Your Health' agenda to support optimal medicines use. Main duties will include: 1. Convening a project steering group to oversee the project, liaise with members and arrange regular meetings, setting agendas and taking notes. 2. Liaising with illustrators, public, patients, pharmacy professionals, behavioural scientists and other relevant stakeholders to organise and plan co-production workshops in different locations in Wales. 3. Booking venues and make travel arrangements (as required) for individuals involved in the co-production workshops. 4. Overseeing the data collection process for the project and contributing to the analysis of data where appropriate working with the Project Lead (Prof James).
	5. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas and present results. 6. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. 7. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 8. Interact positively and professionally with other collaborators and partners within the Faculty and elsewhere in the University and beyond as appropriate such as in public organisations, patient groups, hospitals, academia and the All-Wales Therapeutics and Toxicology Committee (AWTTC). 9. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. 10. Keep informed of developments in the field in technical, specific and general terms and their wider implication for the discipline area, commercial applications and the knowledge economy. 11. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 12. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly with regard to probation, PDR and participation in training events. 13. Maintain and enhance links with the professional institutions and other related bodies. 14. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work.
General Duties	15. To promote equality and diversity in working practices and maintain positive working relationships. 16. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity.

	17. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy. 18. Any other duties as agreed by the Faculty / Directorate / Service Area.
Person Specification	This research role requires the essential criteria and preferably some of the desired criteria listed below. Essential criteria: 1. A Degree in Pharmacy / Psychology / Biomedical Sciences / medicine, health life sciences or equivalent relevant disciplines. 2. Evidence of the ability to actively engage in and contribute to writing and publishing research papers, particularly for refereed journals. 3. A demonstrable ability to conduct research in line with the objectives of the project. 4. Evidence of planning skills to contribute to the research project. 5. Evidence of effective communication and collaborative team-working skills. 6. Evidence of experience in qualitative research methodology and data collection using online and/or face-to face semi-structured interviews or facilitating focus groups. 7. A commitment to continuous professional development Desirable Criteria 8. Postgraduate research degree qualifications – for example, PhD, MPhil, MRes or equivalent 9. Evidence of experience of project management 10. Experience of submitting successful research ethics applications to University Ethics Committees.
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Professor Delyth James, d.h.james@swansea.ac.uk

