

Job Description: Research Assistant

Faculty:	FHMLS
Department/Subject:	Medicine
Salary:	Grade 7: £34,610 to £38,784 per annum pro rata together with USS pension benefits
Hours of work:	7 hours per week (0.2 FTE)
Number of positions:	1
Contract:	This is a fixed term position initially for 12 months duration
Location:	This position will be based at the Singleton Campus

Main Duties	1. Recruit study participants 2. Data and sample collection and sample analysis 3. Data entry, data polishing and data analysis
	4. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas and present results. 5. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. 6. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 7. Interact positively and professionally with other collaborators and partners within the Faculty and elsewhere in the University and beyond as appropriate such as in third sector organisations. 8. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. 9. 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. 10. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 11. 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. 12. Maintain and enhance links with the professional institutions and other related bodies. 13. 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	14. To promote equality and diversity in working practices and maintain positive working relationships. 15. 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. 16. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy. 17. Any other duties as agreed by the Faculty / Directorate / Service Area.
Person Specification	Essential criteria: 1. A Degree in public health or a closely related subject 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. Previous experience with quantitative research, data collection and data analysis 6. A commitment to continuous professional development 7. Previous experience in sanctuary seeking communities

	8. Fluent in Farsi language Desirable Criteria 9. Previous experience of lab techniques including ELISA, BCA, etc.
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: laura.galante@swansea.ac.uk A satisfactory DBS Check is required, this must be received and assessed before a start date can be confirmed

