Swansea University
Prifysgol Abertawe

Job Description: Research Assistant

Faculty:	**Faculty of Medicine, Heath & Life Science**
Department/Subject:	**Medical School; Research Assistant**
Salary:	**Grade 7: £34,610 to £38,784 per annum together with USS pension benefits**
Hours of work:	**35 Hours per week**
Number of positions:	***1***
Contract:	**This is a fixed term position to 31/03/2027**
Location:	**This position will be based at the Singleton Campus**

Main Duties	1. Work as a member of the Health Services Research team in the field of emergency, unscheduled and primary care and collaborate internally and externally to meet the aims of PRIME Centre Wales 2. Pro-actively contribute to and conduct research, including gathering, preparing, and analysing quantitative and/or qualitative data, writing up and presenting results, exhibiting a degree of independence in day-to-day research activities 3. Prepare reports and papers describing the results of the research, both confidential and for wider dissemination: 4. Prepare papers for study oversight committees, eg Trial/Study Steering Committee 5. Prepare papers for publication in academic journals 6. Prepare abstracts for presentation at service and academic meetings and conferences 7. Work independently, aiming to determine suitable ways to tackle challenges and seeking guidance when needed 8. Work with colleagues to develop research proposals and attract external research funding 9. Undertake activities to build research capacity: 10. Work with NHS partners in emergency, unscheduled and primary care to develop the research skill base within the NHS
	11. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas and present results. 12. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. 13. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 14. Interact positively and professionally with other collaborators and partners within the Faculty and elsewhere in the University and beyond as appropriate such as in industry/commerce, public organisations, hospitals and academia. 15. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. *16.* 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. 17. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 18. 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. 19. Maintain and enhance links with the professional institutions and other related bodies. 20. 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	21. To promote equality and diversity in working practices and maintain positive working relationships. 22. 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. 23. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy. 24. Any other duties as agreed by the Faculty / Directorate / Service Area.
Person Specification	**Essential criteria:** 1. A good degree or postgraduate qualification in a relevant subject or equivalent experience 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 active engagement in preparation of research funding proposals, including contributing to design and writing 6. Skills in management and analysis of quantitative and/or qualitative data 7. Evidence of project management skills and working to tight deadlines 8. A commitment to continuous professional development **Desirable Criteria** 9. A PhD in a relevant subject or equivalent experience 10. Knowledge of policy and practice in the NHS, particularly in relation to emergency and unscheduled care 11. Understanding and experience of achieving research ethics, R&D and information governance permissions to carry out studies in the NHS
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: Dr. Alison Porter, A.M.Porter@Swansea.ac.uk