

University of Edinburgh

Research Assistant

1. Job Details

Job title: Research Assistant

School/Support Department: School of Health in Social Science

Unit (if applicable): Counselling and Psychotherapy

Line manager (Principal Investigator): Dr Marisa de Andrade

2. Job Purpose

To work on a portfolio of interrelated health policy projects with cross-cutting themes including:

- community engagement particularly with the youth and / or marginalised communities
- innovative / arts-based methods and / or social movements
- co-production and asset-based approaches
- tobacco control including prevention, education and harm reduction
- health service improvement

As part of time-limited projects supported by funders including the NHS, the job offers the post-holder a unique opportunity to work on an innovative stream of research bridging top-down and bottom-up approaches to policy and practice. The candidate will have and further develop a degree of expertise within applied health policy and advance skills in:

- data collection and management
- literature searching and reviewing
- the development of theoretical, conceptual and methodological frameworks to be tested in organisational settings and communities
- qualitative data analysis using NVivo

The projects are working to clear deadlines and the post-holder is required to be highly organised and efficient in managing their workload to ensure key tasks are delivered on time. Creativity and a dynamic approach to engaging with the projects and proposing pioneering ideas is key.

The final products will be prepared for publication and further fundable research. The post-holder will have access to regular supervision.

3. Main Responsibilities

	Approx. % of time
1. Literature searches and reviews, support for written products	50%

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| 2. Data collection, framework development, project management | 40% |
| 3. Receiving supervision, attending relevant meetings | 5% |
| 4. Other tasks as directed by Principal Investigator (PI) | 5% |

4. Planning and Organising

The post-holder will have excellent time keeping and planning skills. Key tasks will include organisation of data collection, coordination of materials and working with the supervisor to produce data analysis, framework development and written reports. The projects are expected to deliver within limited timeframes and the post-holder will be able to manage the allotted tasks in a timely fashion.

5. Problem Solving

The post requires a high level of problem solving and creativity, and an ability to prioritise sometimes without the immediate support of the line manager.

6. Decision Making

The post-holder will make decisions on the day-to-day actions required to ensure progress on the projects, under the guidance of the PI.

Decisions will be made in collaboration with the PI, and the post-holder will contribute to decision-making by informing the PI through summaries of scoping exercises and research into various options in relation to specific tasks.

7. Key Contacts/Relationships

Line manager: Dr Marisa de Andrade
 Head of Division: Dr Jonathan Wyatt
 Head of School: Prof Charlotte Clark

8. Knowledge, Skills and Experience Needed for the Job

Essential Attributes

- The post-holder will hold an undergraduate degree (minimum 2.1)
- Knowledge and experience of research methods, particularly qualitative, and associated ethics
- Experience in literature searching and reviewing
- Ability to work efficiently and to tight deadlines
- Working on multiple projects
- Excellent written communication skills
- Ability to communicate clearly and work with complex theoretical and conceptual ideas
- Qualitative data analysis using NVivo
- Documentary analysis
- Creative problem-solving skills

Desirable Attributes

- MSc (or PhD) or equivalent in social or political science, public health, or other relevant subject.
- Experience of conducting empirical research in a healthcare setting

- Publishing reports and/or peer-reviewed academic papers

9. Dimensions

The post-holder will facilitate completion of the projects contributing to health policy and practice.

10. Job Context and any other relevant information

The post will be based within Counselling and Psychotherapy, School of Health in Social Science.