

**Job Description: Research Assistant**

|                             |  |
|-----------------------------|--|
| <b>Faculty:</b>             | Faculty of Medicine, Health and Life Science                                       |
| <b>Department/Subject:</b>  | Swansea University Medical School  |
| <b>Salary:</b>              | Grade 7: £34,132 to £38,249 per annum, pro rata together with USS pension benefits |
| <b>Hours of work:</b>       | 28 hours (0.8 FTE)   |
| <b>Number of positions:</b> | 1  |
| <b>Contract:</b>            | This is a fixed term position for 5 months   |
| <b>Location:</b>            | This position will be based at the Singleton Campus                                |

|                    |  |
|--------------------|--|
| <b>Main Duties</b> | <ol style="list-style-type: none"> <li>1. Work with large-scale linked data within the SAIL Databank, developing linked data for analysis that answers important research questions.</li> <li>2. Use SQL and other query languages in database systems and apply expertise in record linkage methods and techniques.</li> <li>3. Acquire and understand new data ensuring that all relevant information governance requirements are met and adhered to (particularly for use and incorporation into a trusted research environment such as the SAIL Databank). Lead or participate in discussions with data providing organisations, ensuring security and governance are followed.</li> <li>4. Participation in working with collaborators and other researchers to support the translation of research questions into appropriate solutions and developments.</li> <li>5. Undertake complex and structured data analysis, dealing appropriately with duplicate, missing and erroneous data. Produce meta-data and documentation for any newly derived data preparations completed, document any methodological decisions or developments. Write reports and contribute to the preparation of other outputs.</li> <li>6. Develop data management approaches and statistical data analysis, and support developing and sharing good practices among collaborators. Using appropriate version control and documentation processes contributes to shared learning and development by sharing developed scripts and code, methods and associated documentation.</li> </ol>  |
|                    | <ol style="list-style-type: none"> <li>7. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas and present results.</li> <li>8. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication.</li> <li>9. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed.</li> <li>10. 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.</li> <li>11. Contribute to Faculty organisational matters to help it run smoothly and to help raise its external research profile.</li> <li>12. 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.</li> <li>13. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience.</li> <li>14. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly regarding probation, PDR and participation in training events.</li> <li>15. Maintain and enhance links with the professional institutions and other related bodies.</li> <li>16. 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.</li> </ol> |

|                               |   |
|-------------------------------|---|
| <b>General Duties</b>         | <ol style="list-style-type: none"> <li>To promote equality and diversity in working practices and maintain positive working relationships.</li> <li>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.</li> <li>To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.</li> <li>Any other duties as agreed by the Faculty.</li> </ol>   |
| <b>Person Specification</b>   | <p><b>Essential criteria:</b></p> <ol style="list-style-type: none"> <li>A Degree in a relevant subject or equivalent experience</li> <li>Evidence of the ability to actively engage in and contribute to writing and publishing research papers, particularly for refereed journals.</li> <li>A demonstrable ability to conduct research in line with the objectives of the project.</li> <li>Evidence of planning skills to contribute to the research project.</li> <li>Evidence of the ability to manipulate, interrogate and summarise data in a programming language, with data held on a relational database via Structured Query Language (SQL).</li> <li>Experience in data and document management skills, including developing and maintaining research data, associated version control and documentation/meta-data.</li> <li>Demonstrable understanding of the use of data towards research, including experience in programming skills with R statistical software.</li> <li>Experience working with large-scale linked neurological (including epilepsy) and genetic "big data" within the SAIL databank.</li> <li>Evidence of skills in using data visualisation techniques and methods to produce research outputs and communicate findings with/to various audiences.</li> <li>Experience in statistical analysis (including but not limited to health and social care appropriate analysis methods and techniques, such as descriptive statistics, survival analysis methods, generalised linear models and meta-analysis).</li> <li>An understanding of clinical coding thesauri &amp; their use in the NHSA commitment to continuous professional development</li> </ol> <p><b>Desirable Criteria</b></p> <ol style="list-style-type: none"> <li>A higher or postgraduate degree in a relevant subject.</li> <li>Experience supervising undergraduate or postgraduate students or external projects/collaborators (or similar).</li> </ol> |
| <b>Welsh Language Level</b>   | <p>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.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available <a href="#">here</a>.</p>  |
| <b>Additional Information</b> | <p>Informal enquiries: Dr Owen Pickrell; <a href="mailto:w.o.pickrell@swansea.ac.uk">w.o.pickrell@swansea.ac.uk</a></p>   |