**Job Description: Research Officer**

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| **Faculty:** | **FMHLS** |
| **Department/Subject:** | **Medicine** |
| **Salary:** | **Grade 8 £39,355 to £45,413 per annum pro rata together with USS pension benefits** |
| **Hours of work:** | **Part-time 17.5 hours per week (50% FTE)** |
| **Number of positions:** | ***1*** |
| **Contract:** | **This is a fixed term position for 9 months duration** |
| **Location:** | **This position will be based at the Singleton Campus** |

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| **Main Purpose of Post** | We are seeking a highly talented and enthusiastic individual to support a clinical research study aimed at better understanding intestinal cancer development in patients with an inherited predisposition to cancer (MUTYH-Associated Polyposis, MAP). The project will be led by Dr Laura Thomas and situated within the 4th floor research group at the Institute of Life Sciences 1 at Swansea University   1. To work on the study: ‘A Prospective International Study of Duodenal Disease in MUTYH-Associated Polyposis (MAP)’ 2. To support data collection and analysis in relation to that study across an international collaborative consortium 3. To ensure the smooth running of the project including undertaking work to support the governance and contracts associated with the project 4. To maintain and establish new relationships within the consortium to support the future ambitions of the study |
|  | 1. Pro-actively contribute to and conduct research, including gather, prepare and analyse data and present results, exhibiting a degree of independence in terms of specifying the focus and direction of that research. 2. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. The appointee is expected to be actively engaged in the writing and publishing of research papers, particularly those intended for publication in refereed (eg international) journals or comparable as a normal part of their role. 3. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 4. Use creativity to analyse and interpret research data and draw conclusions on the outcomes. 5. Interact positively and professionally with other collaborators and partners within the Faculty, elsewhere in the University and beyond both in industry/commerce and academia. 6. Contribute pro-actively to the development of external funding applications to support their own work, that of others and the Faculty and the Institution in general. The appointee will be expected as a normal part of their work to be actively engaged in writing, or contributing to writing such applications. 7. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. 8. Keep informed of developments in the field in both technical and specific terms and the wider subject area and the implication for commercial applications and the knowledge economy or academia. 9. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 10. Demonstrate and evidence own professional development, identifying development needs with reference to Vitae Researcher Development Framework particularly with regard to probation, performance reviews, and participation in training events. 11. Maintain and enhance links with the professional institutions and other related bodies. 12. 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** | 1. To promote equality and diversity in working practices and maintain positive working relationships. 2. 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. 3. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. |
| **Person Specification** | **Essential criteria:**   1. A relevant degree in sciences or equivalent experience 2. Evidence of active engagement, personal role, and contribution to writing and publishing research papers, particularly for refereed journals. 3. Evidence of the capacity for active engagement in designing research and writing, or contributing to writing, applications for external research funding. 4. Ability to demonstrate significant independence of focus and direction in research – determining ’what, why, when and with whom' to progress work. 5. Experience in research governance and management of clinical trials or large patient-centred studies. 6. A commitment to continuous professional development   **Desirable Criteria**   1. Experience of working with rare diseases or in patient-centred research such as clinical trials. 2. Experience of supervising undergraduate or postgraduate student projects |
| **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](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Dr Laura Thomas ([laura.e.thomas@swansea.ac.uk](mailto:laura.e.thomas@swansea.ac.uk) ) |

  