

Job Description

Job title	Research Assistant Neurodiversity and Addiction
School	School of Human & Social Sciences
Grade	Research Assistant Grade A
Line manager	Director of Research / Raffaella Marghe Milani
Responsible for	n/a

Main purpose of the job

The postholder will deliver the front-facing service user and practitioner elements of the Sir Halley Stewart Trust funded Research Project. The Project aims to assess the prevalence of ADHD and Autism Spectrum Disorder (ASD) of service users who are in treatment at Cranstoun's Drug and Alcohol Treatment services. The Project will also investigate the experience of this group in accessing services and their journey through treatment and will compare their treatment outcomes with those of service users who do not display ADHD or ASD traits.

Key areas of responsibility

- Lead the recruitment of participants.
- Acting as a first point of contact for all research and study-related queries
- Completing service user screening for ADHD and ASD.
- Conducting qualitative interviews with Cranstoun services users and staff.
- Transcribing qualitative interviews.
- Assist with data entry and analysis.
- Contribute to the writing of project reports.
- Provide support for academic writing, including assistance with accessing and choosing relevant references, maintenance of a reference database.
- Contribution to conference posters or presentations
- In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

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Dimensions / background information

This is a fixed term part-time post (12 months), commencing as soon as possible, based at Paragon House, Boston Manor Road, Brentford, Middlesex, but with the possibility of working flexibly. The RA will also be required to visit Cranstoun Services, in particular in Sutton, to conduct assessments and quantitative and qualitative data collection.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Honours degree in Psychology or related field	Postgraduate degree in Psychology or relevant field
Knowledge and experience	<p>Good working knowledge of quantitative and qualitative research methods and systematic review methods</p> <p>Experience of conducting small-scale independent research</p>	<p>Experience in administering psychometric tests to screen for ADHD and or ADS</p> <p>Experience in working with people with addiction problems and/or Neurodiversity</p>
Specific skills to the job	<p>Ability to use quantitative and qualitative data collection approaches</p> <p>Ability to analyse quantitative and qualitative data</p> <p>Ability to write basic reports to a high standard</p>	A record of contributing to publications in appropriate refereed conferences and journals
General skills	<p>Non-judgmental and emphatic attitude towards people with addiction, mental health issues and ADHD and Autism</p> <p>Excellent interpersonal skills</p> <p>Ability to show empathy whilst maintaining healthy boundaries</p> <p>Excellent written and spoken presentation skills in English.</p> <p>Excellent organisational skills</p>	Familiarity with trauma informed practice

	<p>Excellent communication skills, being able to adapt the language according to the level of knowledge and understanding of the person</p> <p>Skills in using Microsoft Office applications: Word, Excel, PowerPoint, Access and Publisher and reference data bases, e.g., Refman, EndNote, and software analysis, e.g., SPSS</p>	
<p>Other</p>	<p>Excellent cooperative and team-working skills</p> <p>Self-motivated</p> <p>Ability to prioritise tasks, and set and keep to project deadlines</p> <p>Able to use own initiative and know when to consult</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Ability to maintain confidentiality</p>	
<p>Disclosure and Barring Scheme</p>	<p>This post requires a standard DBS check</p>	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		