

## Job Description

<b>Job title</b>	Research Assistant
<b>School / department</b>	The Geller Institute of Ageing and Memory, School of Medicine and Bioscience
<b>Grade</b>	Grade B point 21
<b>Line manager</b>	Lecturer in Dementia Studies
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	17/07/2024

### Main purpose of the job

We are recruiting an experienced Research Assistant familiar with undertaking systematic reviews and who has experience of working or caring for people living with dementia. The successful candidate will support the delivery of the *METHODEM: Methodological consensus for complex interventions in dementia* research project at the Geller Institute of Ageing and Memory, University of West London. The project is being conducted in collaboration with INTERDEM a pan-European network of researchers for evaluating psychosocial interventions in dementia. METHODEM is a two-year INTERDEM [Methodology Taskforce](#)-led project funded by the Alzheimer's Association. It includes two complementary studies that aim to i) provide a comprehensive overview of designs and methodologies for research on complex psychosocial interventions in dementia care (Study 1) and ii) reach a consensus on which designs/methodologies match the core elements and phases of the UK Medical Research Council (MRC) framework (Study 2).

The successful post-holder will initially contribute to a systematic review to underpin the revision of designs and methodologies used for developing, evaluating, and implementing complex psychosocial interventions in dementia care (Study 1). The post-holder will also contribute to the preparation and implementation of a multi-stage Delphi study aimed at transforming expert opinions into a group consensus through survey rounds and group discussions with stakeholders (Study 2). In addition, the post-holder will assist in writing research materials, ethical applications and reports as well as carry out administrative duties such as scheduling meetings, preparation and mail-out of meeting documents.

Applications for this position are invited from candidates who will ideally have experience of working within mixed-methods research projects in mental health or dementia as well as excellent communication and organisational skills. Experience of dementia research would be advantageous.

### Key areas of responsibility

- Provide day-to-day assistance with the preparation of research materials and reports, including the design of study tools and data management.
- Work with the project leads to ensure that the programme is fulfilling its objectives, meeting its targets, and producing meaningful outputs.
- Support the planning and conduct of systematic review to underpin the revision of designs and methodologies for developing, evaluating, and implementing complex psychosocial interventions in dementia care.
- Employ established systems for data collection, storage and analysis. Maintain files of current protocols, participant information sheets and consent forms and related information.
- Attend relevant training as required for the successful delivery and completion of the project (e.g. JBI review, Good clinical practice, Informed consent training).
- Regularly liaise in person, by telephone, video conference and email with other members of the project team.
- Liaise regularly and maintain good relations with partner organisations and relevant stakeholders such as people living with dementia, health and social care services staff, and policy makers.
- Be involved in project awareness raising activities and recruitment of participants.
- Be familiar with the Mental Capacity Act and obtaining appropriate consent or agreement from people with dementia and other stakeholders who participate in the study.
- Collect data: provide information; obtain official reports and service use data; administer questionnaires; conduct research interviews; etc.
- Conduct analysis of qualitative and quantitative data.
- Contribute to the writing of project reports, ethical applications, peer-reviewed and other papers and presentation.
- Contribute to research activities on other related studies.
- Provide administration support including organising research group meetings, collaborator meetings, making action notes and preparing reports to the funder and ethics committee.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

### Dimensions / background information

#### The Geller Institute of Ageing and Memory

We are a flagship Institute at the University of West London (UWL), delivering interdisciplinary applied research and education. Our focus is on delivering the evidence to inform high quality, cutting edge, health and social care to benefit people living with dementia, older people, and their care partners and families.

At the heart of our mission is to ensure the most vulnerable populations of people living with dementia and older people have better experiences of health and social care and are supported in living well and

living at home for longer. All our research and education programmes are guided by an inclusive approach.

We are an interdisciplinary team, with expertise in sociology, psychology, social policy, epidemiology, nursing, and philosophy, with our research drawing upon a wide range of methodologies.

Our research funding incorporates Department of Health and Social Care contracts (via NIHR), funding from national and international charities, and philanthropic support. We have established a reputation for the rapid translation of our research into impact, which is informing public discourse, shaping the policy agenda, and translated into practice improvements.

Our postgraduate education programmes offer interdisciplinary, research focused, evidence-based teaching and supervision. Our postgraduate courses are designed to cultivate leaders in ageing and dementia care, and improve practice across health and social care settings.

The Institute is based within The School of Medicine and Biosciences. For further details and to see our team, please visit: <https://www.uwl.ac.uk/research/research-centres-and-groups/geller-institute-ageing-and-memory>

### **The School of Medicine and Biosciences**

The School of Medicine and Biosciences at UWL, is an interdisciplinary research-driven School, embedded within an area of West London with diverse populations and significant pockets of both deprivation and affluence. We work in partnership with policy makers and practitioners to improve the health of our communities and reduce inequalities, developing and delivering hyperlocal health and social care initiatives, which have the potential to scale up locally and nationally. We deliver research-led undergraduate and postgraduate taught courses in Biosciences and Dementia Care. Our research themes: Ageing and dementia; Healthcare inequalities; Public Health; Gene-targeted cancer therapy; and Translational Medicine.

These posts will be based in Ealing, London.

## **Person Specification**

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Post-graduate degree in relevant subject (e.g., Psychology, Epidemiology, Nursing, Public Health, Health or Social Care).	Essential	x	x	
	Research degree in relevant discipline and health related topic.	Essential	x	x	
<b>Knowledge and experience</b>	Experience as a research assistant or other similar role.	Desirable	x	x	
	Experience of working/caring or conducting research with people with dementia and/or their carer.	Essential	x	x	
	Experience of undertaking systematic reviews and familiar with the processes involved.	Essential	x	x	
	Experience of using systematic review software.	Desirable	x	x	
	Experience of coordinating and communicating with collaborative partners.	Essential	x	x	
	Good understanding of qualitative and quantitative research methods.	Essential	x	x	
	Experience of partnership working to achieve consensus and co-production in research.	Desirable	x	x	
	Ability to demonstrate a good working knowledge of data analysis software such as SPSS, NVivo.	Desirable	x	x	
	Experience of statistical procedures including measures of central tendency (e.g. median) and level of dispersion (interquartile range).	Desirable	x	x	
	Experience of writing and submitting ethical applications for approval.	Desirable	x	x	
<b>Specific skills to the job</b>	Attention to detail and produce a good quality of written and oral reports.	Essential	x	x	
	Evidence of writing peer reviewed publication.	Desirable	x	x	
	Good organisational and time and project management skills.	Essential	x	x	

<b>General skills</b>	Good interpersonal skills and the ability to build relationships with participants and research team.	Essential	x	x	
	Ability to use initiative and make decisions related to the role.	Essential	x	x	
<b>Other</b>	Willingness to work flexibly (e.g., balancing remote and face-to-face working as appropriate and agreed with line manager)	Essential	x	x	

**Disclosure and Barring Scheme** Is a DBS Check required: **Yes**  DBS (This post requires an enhanced DBS check - with Adult Barred Check)  **Yes**

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**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.

**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, to determine which applicants to shortlist.

<sup>2</sup> **Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.