

## Job Description

<b>Job title</b>	Research Associate
<b>School / department</b>	The Geller Institute of Ageing and Memory
<b>Grade</b>	Grade B, up to P32
<b>Line manager</b>	Senior Lecturer in Sociology of Health and Illness
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	10/09/2024

### Main purpose of the job

The post will have a key role in the delivery of the NIHR HSDR study “Understanding the support needs of African and African-Caribbean people living with dementia, their care partners and families and the impacts of delayed support: identifying inclusive strategies to facilitate timely and culturally appropriate social care support”. This 36-month mixed methods study uses a flexible exploratory sequential design, integrating evidence synthesis (co-produced meta-aggregation) and qualitative methods: case studies (narrative interviews), ethnography (observations, in-situ interviews, documentary analysis) and co-produced translation. The goal is to improve how services recognise and support African and African Caribbean people living with dementia, alongside their families and care partners.

The post-holder will work closely with the PI on all aspects of the study to deliver the evidence synthesis, qualitative work packages, programme of co-production, publications, and outputs, including the dissemination and the delivery of impact.

In addition, the post holder will have career development opportunities, including contributing to the writing and development of research funding applications and the delivery of postgraduate education programmes within GIAM.

Applications for this position are invited from candidates who will ideally have experience of working within mixed-methods research projects in dementia, mental health or with other vulnerable groups, as well as excellent communication and organisational skills. We are particularly keen to receive applications from candidates with experience of ethnographic data collection.

### Key areas of responsibility

1. Provide day-to-day organisation and delivery of the research.
2. Work with the project PI to ensure that the project is fulfilling its objectives, meeting its targets, and producing meaningful outputs.
3. Coordinate the delivery of narrative reviews and the evidence synthesis to underpin the research.
4. Support the delivery of University and SREC ethics committee applications and Governance requirements. Familiarity with the Mental Capacity Act and obtaining appropriate consent or agreement from people with dementia and other stakeholders who participate in the study.
5. Contribute to aspects of the design and delivery of qualitative data collection, data management, and analysis.
6. Support outreach and recruitment liaising with partner organisations and participants.

7. Front the co-production programme and support the design and delivery of outputs, dissemination, and impact.
8. Contribute to the writing of study publications, reports, and outputs. Lead maintenance of a study reference database.
9. Provide research administration including organising research team, Advisory Group, PPIE, and collaborator meetings and making action notes.

In addition to the above areas of responsibility the post-holder may be 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.

This post is based in Ealing, West London. The applicant will be required to travel across the UK to collect data, expenses will be paid. Travel will involve overnight stays.

## 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>	PhD in relevant discipline and health related topic	Essential	x	x	
<b>Knowledge and experience</b>	Postdoctoral research experience within health, social care, inequalities	Essential	x	x	
	Experience of working/caring or conducting research in dementia, mental health or with other vulnerable groups, and/or their carers	Essential	x	x	
	Experience of undertaking narrative and systematic reviews and familiar with the processes involved	Desirable	x	x	
	Experience of coordinating and communicating with community organisations and collaborative partners.	Essential	x	x	
	Experience of NHS REC/SCREC ethics and governance.	Desirable	x	x	
	Working with African and African Caribbean communities	Desirable	x	x	
<b>Specific skills to the job</b>	Experience of qualitative methods: case studies, narrative interviews, ethnography.	Essential	x	x	
	Outreach and collaboration with community organisations and recruitment of sites and participants	Essential	x	x	
	Evidence of drafting and submitting high quality peer reviewed publications.	Essential	x	x	
	Understanding and experience of co-production methodologies and application	Desirable	x	x	
<b>General skills</b>	Good organisational and time and project management skills	Essential	x	x	
	Good interpersonal skills and the ability to build relationships with	Essential	x	x	

	research sites, participants and research team				
	Ability to use initiative and make decisions related to the role	Essential	x	x	
<b>Other</b>	Working flexibly, visiting research sites and partners across England and Wales.	Essential	x	x	

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

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.