

## CORE JOB DESCRIPTION

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| <b>Job Title:</b>        | Research Assistant in Psychology                                                                                                                                                                                                                  |
| <b>Grade:</b>            | Research Assistant, Grade 6                                                                                                                                                                                                                       |
| <b>School:</b>           | Psychology                                                                                                                                                                                                                                        |
| <b>Location:</b>         | University of Sussex, Falmer                                                                                                                                                                                                                      |
| <b>Responsible to:</b>   | Dr Faith Matcham                                                                                                                                                                                                                                  |
| <b>Direct reports:</b>   | n/a                                                                                                                                                                                                                                               |
| <b>Key contacts:</b>     | Members of research group, members of faculty within the School and University.                                                                                                                                                                   |
| <b>Role description:</b> | Research Assistant is a pre-Doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff. |

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## PRINCIPAL ACCOUNTABILITIES

1. To observe and assist with individual and/or collaborative research activity and contribute to the production of research outputs for publications.

## KEY RESPONSIBILITIES

### 1. Research, Scholarship & Enterprise

- 1.1 With support from the Principal Investigator, develop research objectives and contribute to the planning of the research project
- 1.2 Conduct research activity under supervision of the Principal Investigator, and in collaboration with others.
- 1.3 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.

- 1.4 Contribute to the writing of reports and other dissemination activities under the supervision of experienced researchers.
- 1.5 Contribute to the preparation of research ethics and data management strategies, under guidance from the Principal Investigator to ensure compliance with ethical approval and data protection legislation.
- 1.6 Present information on research progress and outcomes to relevant bodies under the supervision of the Principal Investigator.
- 1.7 Plan own day-to-day research activity within the framework of the agreed programme.
- 1.8 Learn about the publication process and contribute to research outputs for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate.
- 1.9 Continually update knowledge and understanding in field or specialism, and engage in professional development.

## **2. Teaching & Student Support**

- 2.1 Assist in the supervision of student projects and provide guidance to those assisting in the research.

## **3. Contribution to School & University**

- 2.1 Attend and contribute to relevant School and project meetings.
- 2.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

## **4. Role-specific duties**

- 4.1 Support the set-up and delivery of a large-scale evaluation of a digitally enabled alcohol detoxification and recovery service.
- 4.2 Coordinate participant recruitment, retention, and longitudinal follow-up across multiple NHS, community, and self-referral pathways.
- 4.3 Conduct participant interviews and outcome assessments using validated measures of alcohol use, mental health, and quality of life.
- 4.4 Support the management and quality assurance of study data, including linked healthcare datasets where appropriate.

- 4.5 Liaise with project partners, including NHS organisations, Health Innovation Kent Surrey Sussex, Clean Slate Clinic, and patient and public contributors.
- 4.6 Support Patient and Public Involvement and Engagement (PPIE) activities and stakeholder engagement initiatives.
- 4.7 Contribute to the delivery of project governance requirements, including study monitoring, reporting, and regulatory compliance.
- 4.8 Support dissemination activities aimed at academic, clinical, policy, public, and industry audiences
- 4.9 Contribute to the development of future research collaborations, funding applications, and impact activities arising from the project.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

#### **INDICATIVE PERFORMANCE CRITERIA**

- Under the supervision of the Principal Investigator, conduct experiments/research to assist with project aims, with emphasis on training.
- Undertake research by preparing, setting up, conducting and recording the outcomes.
- Manage and analyse data, and prepare written reports and summaries.
- Maintain and store project files and equipment as per health and safety and data regulations.
- As part of career development, contribute to the preparation of journal articles based on the research with support from the Principal Investigator.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.
3. Ability to work independently (under supervision by the Principal Investigator), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.
8. Ability to follow guidance of team leaders.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Undergraduate degree in Psychology, Public Health, Health Sciences, Social Sciences, Epidemiology, or a related discipline.
2. Experience supporting health, clinical, psychological, or applied research projects.
3. Excellent organisational skills and attention to detail.
4. Experience working with research data and databases.
5. Strong written and verbal communication skills.
6. Ability to work both independently and collaboratively.
7. Ability to manage competing priorities and meet deadlines.
8. Experience or interest in digital health, addiction, mental health, public health, or health services research.

## **DESIRABLE CRITERIA**

1. Master's degree in a relevant discipline, with proven strength in research skills.
2. Experience conducting participant interviews or assessments.
3. Experience working with NHS research studies.
4. Experience supporting research ethics or governance applications.
5. Experience of quantitative data analysis using R, SPSS, Stata, or similar software.
6. Experience of qualitative research methods.
7. Experience contributing to conference presentations or academic publications.
8. Experience working within multidisciplinary research teams.
9. Knowledge of addiction, mental health, digital health, implementation science, or health inequalities research.
10. Experience of patient and public involvement activities.
11. Experience working on collaborative research projects involving academic, healthcare, industry, policy, or third-sector partners.
12. Experience engaging with non-academic stakeholders and contributing to the translation of research into practice.