Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Athena Swan Silver Award
Gender Charter
Diversity & Equality
Queen Mary

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Research Assistant: AIM-UP and GRACE
School/Dept/Institute Centre/Faculty	Wolfson Institute of Population Health Centre for Psychiatry & Mental Health
Reports to	Lecturer in Mental Health
Grade and salary	Grade 3 Technical: £33,928-£40,815 per annum
Hours per week	Full time (35 hours per week)
Appointment period	24 months, fixed term due to funding
Current location	Whitechapel Campus
Work activity type	Professional Services: Technical

About Queen Mary University of London

Ranked joint 7th in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

About The Faculty of Medicine and Dentistry

The Faculty of Medicine and Dentistry offers international excellence in research and teaching, and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway. At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health, the Faculty is ranked 2nd in the 2021 QS World University rankings for research citations and consistently positioned first in London for subject rankings and student satisfaction.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell. The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on Better Health for All.

Job context

The Centre for Psychiatry and Mental Health (CPMH) is at the forefront of research internationally into the prevention and treatment of mental illness through biopsychosocial mechanisms. We are particularly active in programmes of research on public mental health, health promotion, prevention and early intervention. Programmes include work in health services, and population studies of complex risk and protective factors, co-morbidities and health inequalities. We have an international reputation for cultural, social and environmental epidemiology and trials of complex interventions, including in people with serious mental illness and dementia.

Job purpose

The purpose of this role is to support our portfolio of studies in ageing and dementia research. The successful candidate will primarily work under the supervision of Professor Claudia Cooper to realise the objectives and development of the research programmes AIM-UP (Adapting and Implementing preventative lifestyle interventions in older Minoritised and Underserved Populations) and GRACE (Goal diRected, Accessible and Evidence-based Care for families affected by dementia).

The postholder will work with the Principal Investigator(s) and wider research team to ensure that studies are delivered on time and within budget. You will be committed to interdisciplinary research in mental health and ageing and engage with a range of stakeholders, including people with lived experience of mental health problems and professionals. You will have experience of collecting participant data (e.g., neuropsychological testing) and can demonstrate a strong understanding of ethical research practice. Both studies involve interdisciplinary collaboration across clinical, psychological, public health, and policy research, with a strong emphasis on real-world impact and co-production with people with lived experience.

This role is are well suited to someone who has been awarded their Master's and is seeking to gain research experience in mental health and ageing. The post holders will receive supervision and support to develop their research skills and career. The post is based on the Whitechapel campus at QMUL, with part of the working week office based. There will be travel to research sites across England.

Main duties and responsibilities

- Conduct in-person data collection including neuropsychological assessments with research participants at Queen Mary University of London and at research locations across London and the UK, including participant homes, in accordance with study protocols.
- Conduct data annotation of transcripts.
- Support participant recruitment, screening, scheduling, and liaison, ensuring a professional, inclusive and sensitive approach.
- Assist in the planning, delivery, and documentation of co-production workshops, working with researchers and peer researchers with lived experience to support meaningful interdisciplinary collaboration.
- Work closely with the Principal Investigator and research teams across QMUL and participating sites, contributing to effective communication and coordination.
- Ensure accurate and high-quality data collection, entry, and management, demonstrating excellent attention to detail and adherence to data protection, confidentiality, and information governance requirements.
- Support the maintenance of ethical and regulatory compliance, including informed consent procedures, safeguarding, and adherence to approved ethical protocols.
- Assist with the day-to-day office based tasks including the organisation and administration of the research programme, maintaining study documentation, monitoring progress against timelines, and supporting reporting requirements.
- Contribute to a collaborative and interdisciplinary research environment, engaging constructively with researchers from different disciplinary backgrounds.
- Participate in training, supervision, and team meetings, and engage in professional development activities relevant to the role.
- To prepare reports, presentations and scientific papers to disseminate results of research through peer reviewed national and international publications, conferences and exhibitions.
- Keep up to date with subject related and professional issues, in particular, developments in the specific subject area.
- Make research contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of the research projects as a whole.
- Undertake other research-related duties and contribute to additional studies within the research group or wider programme, as appropriate to the post holder's skills, experience, and training.
- Contribute to the academic life of the Centre for Psychiatry and Mental Health includng attending in-person meetings.
- The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures. It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty.
- As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the

Faculty's EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities and Health and Safety policies.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Citizenship

The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures.

It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty. As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the Faculty's EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

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Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
MSc in relevant subject awarded at the time of application	☒	☐
Experience/Knowledge		
Knowledge of mental health, ageing and/or dementia research	☒	☐
Experience of administrating neuropsychological or similar assessments	☒	☐
Experience of participant-facing research	☒	☐
Experience of Patient and Public Involvement (PPI) or of co-production	☒	☐
Knowledge of or experience with research ethics and governance, including informed consent procedures	☐	☒
Familiarity with collecting participant data in secure research environments, such as Data Safe Haven and use of REDCap or similar data capture systems	☐	☒
Skills/Abilities		
Highly organised, with the ability to manage multiple tasks and work to deadlines	☒	☐
Ability to work both independently and as part of a team	☒	☐
Ability to communicate effectively with a range of stakeholders including the research team, participants, general community, and collaborators	☒	☐
Excellent interpersonal, oral and written communication skills	☒	☐
Analytical/critical thinking skills	☒	☐
Strong attention to detail and ability to maintain accurate records	☒	☐
Working in teams to organisational deadlines	☒	☐
Other		
Computer literacy, including Excel and literature searches	☒	☐
Willingness to work flexibly in order to achieve project demands	☒	☐
*The ability to meet UK ‘right to work’ requirements.	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate








EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school can be found at:

https://www.qmul.ac.uk/wiph/

Please note the Wolfson Institute of Preventive Medicine and the Institute of Population Health Sciences have recently merged to create the Wolfson Institute of Population Health.

Informal enquiries should be made to:

Name: Dr Harriet Demnitz-King

Email: H.demnitz-king@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.