IMPERIAL

Research Assistant in Neuropsychopharmacology and Experimental Medicine

Department/Division/Faculty:	Division of Clinical Neurology, Department of Brain Sciences
Campus/Location:	Hammersmith Campus (East Acton) and White City Campus
Job Family/Level:	Research Job Family, Research Assistant (Research salary scale)
Responsible to:	Dr Gregory Scott
Line management for:	N/A
Key working Relationships (Internal):	Study team members, including Dr Gregory Scott (Chief Investigator), Dr David Erritzoe (Co-Investigator), Professor Paresh Malhotra (Co-Investigator), study researchers; Research, technical and administrative staff involved in the Centre and the Department; Clinical and operational staff within the Imperial Clinical Research Facility (Imperial Healthcare NHS Trust); The Imperial Research Governance and Integrity Team (RGIT)
Key Working Relationships (External):	Study team clinical and non-clinical collaborators (including Dr Lloyd Bradley, Dr Damon Hoad, Prof Robin Carhart-Harris, Dr Chris Timmerman); Recruitment partners at NHS and non-NHS organisations (e.g., The Royal Hospital for Neurodisability, Putney); Study PPI advisory group
Contract type:	Full-time, fixed-term until 31 March 2030

Purpose of the Post

This post is part of an exciting Medical Research Council (MRC)-funded Experimental Medicine study, "N,N-Dimethyltryptamine (DMT) for Disorders of Consciousness (DoC)" (DMT-DoC). In people with DoC, this study

will investigate the effects of intravenous DMT administration on measures of neural complexity, neuroplasticity, and awareness. The study aims to pave the way to a new class of treatment for DoC, increase our understanding of the neural mechanisms of consciousness, and inform the design of clinical trials.

The successful candidate will work in the Computational Neurology group of Dr Gregory Scott, within the Department of Brain Sciences. The post holder will primarily be working on the DMT-DoC study. This placebo-controlled study involves administering intravenous DMT and a saline placebo to patients with DoC. We will record electroencephalography (EEG) alongside other physiological and behavioural measures before, during, and after drug/placebo administration.

The post holder's main responsibilities will be to conduct essential day-to-day running of the study, to support the rest of the study team in regulatory and ethical approval, participant recruitment, arrangement and conduct of study visits, help with data collection and handling, to assist with preparation and maintenance of study-related documentation and associated administrative duties, and to undertake data management and data analysis activities as required. The post holder will also support writing of research papers and reports, submission of papers to refereed journals, presentation of the research, coordination of patient and public involvement and engagement (PPIE) and study monitoring activities, and attracting further research funding to the group. This is a key post that will help ensure that the study is delivered on-time according to projected milestones, and is conducted to the highest scientific, ethical and regulatory standards. Furthermore, the post holder will also support other work within the group.

Key Responsibilities

Research Duties

- To assist in the collection of EEG, physiological, and behavioural study data
- To assist with preparation of documentation for submission to regulatory bodies and other NHS and non-NHS organisations
- To assist in the preparation of study-specific SOPs
- To ensure familiarity with and adherence to all relevant SOPs
- To assist in ongoing review of study documentation e.g. protocols, information sheets
- To assist in the arrangement and conduct of study visits
- To assist in recruitment activities, e.g., website design, emails, etc.
- To liaise with recruitment sites regarding, e.g., referral of potential study participants and arranging study visits
- To liaise with participants' consultees regarding, e.g., recruitment and arranging study visits
- To liaise with study team members and clinicians to ensure timely dosing and data collection
- To maintain drug accountability logs and regularly review stock
- To maintain accurate, up-to-date, and complete records of all findings in paper-based and electronic records
- To ensure the validity and reliability of data at all times
- To help arrange and conduct PPIE and study monitoring activities
- To assist in the administrative duties associated with the study
- To follow ethical and research governance principles and procedures
- To assist with the writing of reports to research sponsors
- To create and maintain study contact lists for study team and participating recruitment sites
- To be a point of contact when, e.g., Project Manager, is not reachable
- To assist with management of general study supplies

- To assist with the analysis of all data
- To take minutes, prepare and circulate required documents for study meetings
- To organise meetings (internal and external) for the study as required, including for the PPI Advisory Group, e.g., meeting rooms booked, refreshments provided
- To comply with relevant College policies, including Financial Regulations, Equal Opportunities Policy, Promoting Race Equality Policy, Health and Safety Policy, Information Systems Security Policy and Intellectual Property Rights and Register of Interests Policies
- Willingness to work out of normal working hours if the requirements of the study demand

Other Research Duties

- To present research findings to colleagues
- To assist with the publication of findings
- To provide advice to staff and students
- To attend relevant workshops and conferences as necessary
- To develop contacts within the College and the wider community
- To promote the reputation of the group, the Department and the College
- To participate in the research of the group
- To participate in group research meetings and internal seminars
- To assist in the supervision and/or work of research students and research assistants as required
- To collaborate with other allied researchers within Imperial College and elsewhere, as appropriate
- To comply with the College, Division, and Unit safety practices and to attend courses on safety when appropriate

Other Duties

- To assist with general study activities
- To assist with general group activities
- To provide cross-study cover for other members of the group as required
- To attend relevant meetings
- To undertake appropriate administration tasks
- To undertake any necessary training and/or development
- Perform any other duties which may be required that are consistent with the nature and grade of the post as required by the Chief Investigator, Project Manager or Head of Division/Department

Where Imperial or funder conditions necessitate, you will be required to complete timesheets for your work on projects in a timely manner.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
A First / Masters degree (or equivalent) in Neuroscience/Psychology or related discipline	E

Experience	
Experience of EEG/neuroimaging/physiological/behavioural clinical data collection	E
Experience analysing EEG/neuroimaging/physiological/behavioural data	D
Experience of an NHS/academic/industrial research environment	E
Experience of working with neurology patients	D
Experience of working with DoC patients	D
Proven administrative capabilities relevant to clinical research	E
Hands-on experience in clinical study administration	D
Experience of organising and conducting events (e.g. focus groups) with patient groups and/or study participants/consultees	D
Experience of organising patient and public involvement and engagement (PPIE) events including creation of PPIE resources for dissemination, e.g., lay summaries, social media posts	D
Experience in recruitment of patients e.g. liaison with consultees/recruitment partners	D

Knowledge	
Knowledge of neurological disorders and brain injury	E
Knowledge of basic research methods and statistical procedures	E
Knowledge of human research ethical principles, frameworks, and regulations (Good Clinical Practice, Data Protection Act, Research Governance Framework)	E
Knowledge of Home Office regulations for Schedule 1 drugs	D
Knowledge of general clinical study practice, techniques and instrumentation	E

Skills & Abilities	
Ability to conduct a detailed review of recent literature	E
Ability to develop and apply new concepts	E
Creative approach to problem-solving	E
Excellent verbal communication skills and the ability to deal with a wide range of people	E
Excellent written communication skills and the ability to write clearly and succinctly for publication	E
Ability to organise own work with minimal supervision	E
Ability to prioritise own work in response to deadlines	E
A meticulous approach and attention to detail	E
Excellent organisational skills	E

Advanced computer skills, including word-processing, spreadsheets and the Internet	E
Willingness to work as part of a team and to be open-minded and cooperative	E
Willingness to take part in public engagement and media engagement	E
Flexible attitude towards work	E
Discipline and regard for confidentiality and security at all times	E
Willingness to undertake any necessary training for the role	E
Willingness to travel both within the United Kingdom and abroad to conduct research and attend conferences	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.

November 2026