

**JOB DESCRIPTION**

Research Associate (Mental Health Research), Division of Health Research (Spectrum)

**Vacancy Ref:** 0529-24

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| **Job Title:** Research Associate | **Present Grade:** 6 |
| **Department/College:** Division of Health Research, Spectrum Centre |
| **Directly responsible to:** Dr Jasper Palmier-Claus  |
| **Supervisory responsibility for:** N/A |
| **Other contacts**  |
| **Internal:** Colleagues within Spectrum, Division, Faculty and University;Project stakeholders |
| **External:**  Project research teams; Colleagues from the University of Manchester (UoM) and Kings College London (KCL); PPI groups; Funding bodies; relevant healthcare and government organisations, academic and research networks, Host NHS Trusts.  |
| **The post will work across two work packages (WP1 and WP3) on the Building Mental Health Research at Lancaster University project (led by Dr Jasper Palmier-Claus).** **Major Duties:** The post holder is responsible for conducting, as part of a project team and under supervision, the following key tasks:**Work Package 1 (WP1): Partnership building with mentoring institutions** 1. Attend meetings with partnering Higher Education Institutions (HEIs) and NHS organisations, both face-to-face and online, to discuss best practice collaboration between the sites.
2. To contribute to day-to-day administration of the study, ensuring that the project runs to time and delivers on the key tasks.
3. Support communication with all research partners including through administration of meetings, and online communication.

**Work Package 3 (WP3): Understanding productive partnerships between HEIs / NHS organisations**1. Conduct an evaluation of the UoM and KCL research units to understand factors influencing delivery and learning, which will inform the creation of research unit between Lancaster University and Lancashire and South Cumbria NHS Foundation Trust (LSCFT).
2. Facilitate partner involvement and communication, including coordinating and attending face-to-face and online meetings.
3. Accurate data recording.
4. Data analysis and synthesis.
5. Research and synthesise background literature.
6. Compile a brief report of findings.
7. Prepare relevant administrative documents including CVs, impact pathways etc.
8. Engage in regular supervision with project leads.
9. To undertake training as appropriate, including mandatory training required by the University, as well as specific training identified in discussion with the project lead for the post-holder’s own professional development and/or of benefit to the project.
10. Undertake any other duties as required by Head of Division or nominated representative.
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