Job Title: Research Associate

Present Grade: 6

Department/College: Division of Health Research

Directly responsible to: Professor Chris Hatton

Supervisory responsibility for: N/A

Other contacts

Internal: Staff of the Division, Faculty and University.

External: Staff of the National Development Team for Inclusion, Changing Our Lives, and the Care Policy and Evaluation Centre, LSE.

Major Duties:

Under the supervision of the grantholders, the key activities of the Research Associate will be:

1) To assist in negotiating access to potential sites to participate in the research project.

2) To participate in the recruitment of study participants, in liaison with support services and in keeping with the provisions of the Mental Capacity Act England (2005).

3) To collect data including:
   - Quantitative data from research participants, service managers, support workers and family members (collected face-to-face, by phone and by survey).
   - Some qualitative data from research participants and family members (collected face-to-face and by survey).

4) To liaise effectively with other members of the research team to ensure that data are collected and stored systematically and compliant with legislation.

5) To assist in the recording, analysis and dissemination of the information gained throughout the research project, including:
   - Entering information on to computerised databases.
   - Maintaining record systems for the project.
   - Assisting in the preparation of project outputs.
   - To contribute to the presentation of the research at appropriate local, regional, national and international meetings and conferences, as required.

6) To attend meetings specific to the project and general meetings within the University, including:
   - Regular project meetings
   - Project consultation and advisory group meetings.
   - Relevant internal meetings of the Division of Health Research, and Faculty of Health & Medicine.

7) Undertake any other duties as directed by Head of Division or nominated representative.