**JOB DESCRIPTION**

Research Associate, Health Research, Faculty of Health & Medicine  
Vacancy Ref: A3039

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Grade:</td>
<td>6</td>
</tr>
<tr>
<td>Department/College:</td>
<td>Health Research</td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Professor Elizabeth McDermott</td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Other contacts**

Internal:
Colleagues with the Division, Faculty and University.

External:
Partner institutions, user involvement groups, healthcare, education and government organizations, professional bodies, academic and research networks

**Major Duties:**

- To undertake day-to-day management of the project, ensuring that key milestones are achieved on time
  - To liaise with research staff at collaborating SPHR universities to ensure study co-ordination

- To design and undertake the collection, collation and analysis of the information gained throughout the research project, including:
  - Prepare and obtain ethical and research governance approvals, and maintain records.
  - Liaise with research sites (e.g. LGBT youth groups and school)
  - Prepare materials and resources to support the identification and recruitment of participants
  - Undertake face-to-face qualitative data collection in both school and youth group settings
  - Facilitate a LGBT youth advisory group to inform the research process
  - Enter information on to computerised databases and data analysis software
  - Maintain accurate record systems for the project
  - Undertake qualitative data collection and data analysis
  - Organise project meetings
  - Prepare interim and final reports, journal publications and other outputs

- To attend meetings specific to the project and general meetings within the University, including:
  - Regular project meetings
  - Meetings of the project management group
  - LGBT young people participation and Involvement meetings as appropriate
  - Relevant internal meetings of the Division of Health Research, and Faculty of Health & Medicine

- 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

- Undertake any other duties as required by Head of Division or nominated representative