# JOB DESCRIPTION

**Vacancy Ref:** A3301-R

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Associate</th>
<th>Present Grade:</th>
<th>6P</th>
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<tr>
<td><strong>Department/College:</strong></td>
<td>Division of Health Research</td>
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<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Dr Claire Hardy, PI at Lancaster University</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
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## Other contacts

**Internal:** Staff of the Division, Faculty and University.

**External:** Prof. Amanda Griffiths, Co-I of project from University of Nottingham; Emeritus Prof. Myra Hunter from King’s College London.

Other: Funder, participating organisations, key stakeholders and advisory group; professional bodies, academic and research networks

## Major Duties:

Under the supervision of the grant holder at Lancaster (Dr Claire Hardy), the key activities of the Research Associate will be to work with the academics and other researchers and collaborators on the project to develop and evaluate an online toolkit on the topic of menopause and the workplace. Main duties include:

1) To undertake day-to-day management of the project, ensuring that key milestones are achieved on time
   - To liaise with key persons at collaborating universities to ensure study co-ordination;
   - To liaise with key stakeholders and advisory group members to arrange meetings and other communications;
   - To liaise with website developers and designers to ensure online toolkit creation and management;
   - Managing time flexibly to respond to needs of the project.

2) To support the work of the team, including:
   - Literature reviews;
   - Prepare and gain ethical approvals, HRA approval, and any other permissions required for gaining access to employees in participating organisations and conducting research activities;

3) To support the design and collection of data including:
   - Recruitment and consenting of study participants and organisations;
   - Quantitative and qualitative data from participants via an online survey.

4) To assist in the recording, analysis and dissemination of the information gained throughout the project, including:
   - Entering information on to databases;
   - Maintaining record systems;
   - Quantitative and qualitative analyses using data analysis software;
   - Assisting in the preparation of project reports and other publications;
   - Contributing to the presentation of the results at appropriate local, regional, national and international meetings and conferences.

5) To attend meetings specific to the project and general meetings within the University, including:
   - Regular project meetings;
   - Relevant internal meetings of the Centre for Organisational Health and Wellbeing, Division of Health Research, and Faculty of Health & Medicine.
6) 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

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