

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Research Assistant
EHA1943-1020
Fixed term for 23.5 weeks**

Reporting to: Dr Anna Bussu, Senior lecturer in Psychosocial Analysis of Offending Behaviour.

Accountable to: Dr Carol Kelly, Head of Applied Health & Social Care in the Faculty of Health, Social Care & Medicine

The Post

This is an exciting opportunity for a research assistant to gain further experience by joining an interdisciplinary team on an innovative project looking at developing on an innovative project looking cyberbullying and cyberstalking in the academic context during COVID-19 at Edge Hill University.

The project team includes international academics, expert in qualitative and quantitative methods. This is an exploratory project designed to explore 1) cyberbullying and cyberstalking dimensions/patterns; 2) profiles of victims of cyberstalking and cyberbullying and to investigate victims' (students and staff) self-perception of cyberstalking and cyberbullying; 3) the impact of cyberstalking and cyberbullying on the wellbeing and mental health of victims and to assess associations between cyberstalking/cyberbullying victimization and specific psychological well-being within a university community sample and 4) to reflect on predictors of cyberbullying and cyberstalking and policy and or reflect on strategies to prevent cyberstalking and cyberbullying, including how to support victims in identifying and reporting incidents of stalking.

The Faculty of Health, Social Care and Medicine is one of the leading providers of education to the health and social care workforce in the region. It has a growing national and international research profile. It has excellent relationships with external health and social care providers which ensures that its work is of direct relevance to, and impacts positively on, the rapidly changing health and social care environment. The Faculty performed strongly in the national Research Excellence Framework (REF) 2014, with 'internationally excellent' or 'world-leading' research being recognised. It continues to

invest in academic staff who will increase its research profile further. Thematic research is in the following areas:

- Improving Professional Practice and Service Delivery through Education and Leadership.
- Children, Young People and Families
- Supporting Care
- Health and Wellbeing

The post holder will work on a day to day basis and report to Dr Anna Bussu and Dr Sally-Ann Ashton for implementing the project ***“An exploratory study of cyberbullying and cyberstalking in the academic context during COVID-19”***. Both have a track record of research in forensic and investigative psychology.

Duties and Responsibilities

1. *Data collection*: The study provides an online survey in the form of an anonymous self-reported measures that will analyse both phenomena related (cyberstalking and cyberbullying). Duties will involve, promoting the research on social media and across the Faculties at Edge Hill, identifying and recruiting participants, obtaining informed consent and securing collected data.
2. *Literature searches*. The post holder will support the research team to undertake a systematic review of the international literature. Duties will involve contributing to the screening of studies for eligibility, maintaining databases, identifying papers, supporting the development of data extraction proforma and extraction and collation of data.
3. *Development of research material*. Duties will involve supporting the development of participant information materials, ethical and governance applications, monitoring of recruitment and compliance with ethical approvals and reports for stakeholders and project meetings.
4. *Data processing and preparation*. Duties will involve collecting, cleaning and consolidating and coding quantitative and qualitative data.
5. *Data analysis*. The post holder will support analysis of the quantitative and qualitative data working with other members of the research team.
6. *Presentation of results*. This will involve support to the project team in making reports, posters and/or PowerPoint presentations, planning webinars to present at stakeholders, researchers /academics and local authorities/charities/committees, as well as no academic beneficiaries and those who have interest on the topic
7. *Project administration*. Duties will involve providing administrative support to the project leader and members of the project team through organising project and stakeholder meetings, circulating agendas, minutes and reports and taking meeting notes. Furthermore, planning meetings with local authorities/charities and

committees that have an interest in the prevention and impact of cyberstalking and cyberbullying.

8. Research meetings. This will involve attending and contributing to research team meetings with supervisors, and being an active member of research team, within the Faculty of Health and Social Care.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 5, Points 19-22
£24,461 - £26,715 per annum pro rata

Hours: 20 hours per week
Fixed-term for 23.5 weeks

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Research Assistant EHA1943-1020

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Qualified to degree standard in relevant subject area	*		A
2	Postgraduate qualification		*	A
Experience and Knowledge				
3	Experience or knowledge of qualitative and quantitative research methods in social sciences	*		S/I
4	Experience of undertaking research with human participants	*		I
5	A sound understanding of systematic literature reviews with previous experience of undertaking a systematic or structured literature review		*	S/I
6	Experience of recruiting participants to research	*		I
7	Experience of collecting and analysing quantitative and research data using data analysis software (i.e. SPSS, R. etc.)	*		S/I
8	Experience or knowledge of setting up on-line surveys	*		S/I
9	Experience of writing academic and research contents (i.e reports, posters, papers etc.)	*		S/I
Abilities/Skills				
10	Demonstrate high level skills in in the use of Microsoft Office, particularly Excel, Word, Powerpoint; and the production of databases including SPSS.	*		S/I
11	Ability to work on own initiative and prioritise work demands effectively.	*		I
12	Ability to work independently, as well as part of a team	*		I
13	Ability to pay attention to detail.	*		I
14	Ability to develop and maintain effective working relationships at all levels,	*		I
15	Excellent communication skills both oral and written	*		I
Other				
16	Willingness to develop skills related to the role	*		I

17	Willingness to be operate flexibly and autonomy within the data collection	*		I
----	--	---	--	---

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.