



Job Description and Person Specification

Summary

Job title:	Research Assistant - Kids Matter
Area:	Faculty of Health, Social Care & Medicine
Reference:	EHA2153-0525
Grade and Salary:	£31637 - £34132 per annum, pro rata. Grade 6, Points 23 to 26
Contract Type:	Fixed Term for 29 Months
Hours:	Part Time (7.25 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Department
Reporting to:	Principal Investigator – Dr Shaun Liverpool

About the Role

You will be part of the thriving Research Centre for Arts and Wellbeing at Edge Hill University ([Research Centre for Arts and Wellbeing | Edge Hill University](#))

Dr Shaun Liverpool has been successful in being awarded funding from Kids Matter for a project titled: 'Kids Matter: A mixed methods evaluation of a parenting programme delivered in schools and community settings' which includes funding for a part-time Research Assistant for up to 29 months.

You will work closely with Kids Matter and the facilitators who deliver the Kids Matter programme and the research team at Edge Hill University to help with project set up (e.g., ethics application), data collection and data analysis. Whilst based at Edge Hill University, you may be required to do site visits to enable recruitment and fidelity testing and work closely with the team at Kids Matter, engaging in participant recruitment exercises, evaluation and training.

Duties and Responsibilities

1. Participate in the design of the research and identify the most appropriate methods to work with the target audience.
2. Take a lead on data collecting under the supervision of the PI and support from the Kids Matter team.
3. Data processing and analysis in shareable format including sharing anonymized data.
4. Presentation of results: including to Kids Matter when required, both independently and as part of the team. Draft reports using appropriate word processing and data presentation software, making the data accessible to lay and expert audiences.
5. Literature searches: in consultation with the PI, take a lead on conducting searches of bibliographic databases, library catalogues, books, journals and websites to ensure that our research is informed by current debates and scholarship in the discipline:
6. Working as part of a team, writing initial literature reviews and participating in systematic reviews as required.
7. Scholarly publication: to contribute to the authoring of scholarly articles for publication in high quality, peer reviewed journals and other media.

8. Project administration: take a lead with the overall administration of the project and be responsible for own areas of research.
9. Abide by the University's research governance framework
10. Attending and contributing to research team meetings.
11. Contribute to the production of bids for research funding, supporting the development of ongoing programme evaluation research design and establishing longer partnerships.
12. Contribute to activities of the Research Centre for Arts and Wellbeing and relevant Departmental, School and Faculty and other research group meetings.
13. Undertake additional duties, as required by the project lead/principal investigator or Head of Department.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

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

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Qualified to degree standard in relevant subject area	Essential	Application
Post Graduate Qualification with evidence of research	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience in designing and executing research using qualitative/arts-based methods and/or quantitative methods	Essential	Supporting Statement, Interview
Experience of high-quality report writing	Essential	Supporting Statement
Experience of searching bibliographic databases	Essential	Supporting Statement, Interview
Experience of working in clinical, community or educational settings in diverse roles of high responsibility	Essential	Supporting Statement, Interview
Success in high-quality peer reviewed academic publication	Desirable	Supporting Statement
Experience of coordinating complex administrative processes	Desirable	Supporting Statement
Advanced user of appropriate software for data analysis such as Nvivo and SPSS	Essential	Supporting Statement, Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Demonstrate high level skills in the use of Microsoft Office, particularly Excel, Word and the production of databases	Essential	Supporting Statement, Test
Able to work on own initiative, independently as well as part of a team	Essential	Supporting Statement, Interview
Able to organise and prioritise work effectively demonstrating flexibility and reliability to meet required deadlines	Essential	Supporting Statement, Interview
Excellent communication skills both oral and written	Essential	Supporting Statement, Interview
Able to work within ethical guidelines and maintain high levels of research integrity at all times, including the management of research data	Essential	Supporting Statement, Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Dr Shaun Liverpool, Senior Lecturer in Child and Adolescent Mental Health & Wellbeing
liverpos@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Right to work in the UK –** This position does not meet the eligibility requirements for sponsorship under the skilled worker route within the UK visa and immigration service's points-based system. Therefore, Edge Hill University is not able to sponsor individuals who require permission to work to carry out this position.
- **Start date:** A start date will be arranged after pre-employment checks are completed.