

Job description

Job title:	Research Assistant
Team:	Research and Publications
Location:	Remote Working
Hours of work:	37.5 hours
Contract:	Full-time, permanent
Benefits include:	33 days annual leave (plus eight bank holidays) Pension - 8% employer contribution Enhanced maternity, paternity, adoption and shared parental leave Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Reporting to:	Research Fellow
Direct report/s:	None

Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

Purpose of job

Research is a key element in Dementia UK's strategic aims and runs throughout all our approaches to supporting people with dementia and their families. Our research is focused on care not cure, our aim is to;

- Conduct research that helps to improve the lives of people with dementia and their families

- Strengthen the evidence base for Admiral Nursing
- Support Admiral Nurses to develop their research mindedness and research confidence

We are seeking to employ a research assistant to support us in the delivery of our Research Strategy [dementia-uk-research-strategy.pdf \(dementiauk.org\)](#) which we launched in September 2023.

The post holder will be part of the Research and Publications team ([Research and publications - Dementia UK](#)) and will work remotely. Regular supervision will be provided.

Key accountabilities and responsibilities

1. **Support data collection**- this may include conducting interviews with people with dementia, carers, Admiral Nurses or other key stakeholders, conducting focus groups alongside other team members, and collecting routine service data or questionnaire data.
2. **Support data analysis** - support data analysis of complex qualitative and quantitative data (utilising suitable software e.g. SPSS, NVivo as appropriate).
3. **Coordinating patient and public involvement activities**- planning, coordinating and minuting meetings of our research strategy advisory groups.
4. **Support in obtaining ethical approvals**- drafting ethical review documents with an awareness of the key ethical challenges when conducting research with people living with dementia and carers, drafting data management plans and seeking necessary study ethical and governance approvals with support from our Research Fellows.
5. **Supporting advertising and recruitment to research studies** – drafting materials for the public about research (posters, social media adverts, patient information sheets), liaising with our communications team and with Admiral Nurse services to support recruitment. Providing information about studies to potential participants over the phone and by email.
6. **Support in undertaking literature reviews** –conducting systematic and rigorous searches of the literature, appraising the quality of the literature, synthesising qualitative and quantitative findings, supporting writing up literature reviews and the dissemination of findings to academic audiences (peer review publications, conferences) and lay audiences (blogs, research summaries and infographics).
7. **Supporting the dissemination of research findings**- preparing data, reports and information working closely with the wider team, including writing for peer review publications, conference presentations, blogs, newsletters and infographics.
8. **Assisting in the development and monitoring of the impact for past, current and planned research**

9. Contributing to wider activities of the research team as appropriate

General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UKs policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.
- d) Undertake any other duties related to the job purpose and which may necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

Person specification

Criteria	Application	Interview
Degree in health or social sciences of similar awarded to a high level (e.g. first or 2:1)	X	
Masters in a relevant subject (public health, social sciences, psychology)	X	
Demonstrable dementia research experience	X	X
Experience of patient and public engagement work or co-production to support research	X	X
Knowledge of dementia, dementia care and the needs of families affected by dementia.	X	X
Experience in supporting qualitative, mixed methods and quantitative research.	X	X
Good understanding of information governance and ethical issues including awareness of data protection and confidentiality requirements	X	X
Proficient in Microsoft Word, Excel, PowerPoint, MS Outlook and MS Teams to an intermediate level	X	

Desirable Qualifications, knowledge, skills, and experience

Criteria	Application	Interview
Experience of conducting literature reviews	X	X
Experience of conducting interviews and focus groups	X	X
Experience of survey compilation and statistical analysis	X	
Published peer-reviewed research papers	X	

Personal attributes

Criteria	Application	Interview
Excellent interpersonal skills with evidence of developing and maintaining positive working relationships		X

Excellent written and oral communication skills. Experience in contributing to high-quality reports / academic papers, demonstrating attention to detail and accuracy	X	X
Excellent organisational skills and ability to prioritise and manage a diverse portfolio of responsibilities	X	X
Excellent attention to detail with an ability to work to a high level of accuracy within short deadlines	X	X
Ability to work well independently and to contribute as part of a team, with a supportive attitude to colleagues	X	X
Ability to maintain the highest levels of confidentiality		X
Helpful, approachable and positive nature	X	X

Our values

Compassion
Collaboration
Integrity
Ambition