



Core job information			
Job Title	Research Assistant		
Dept./School/Inst.	Blizard Institute	Section/Centre/Unit	Centre for Primary Care and Public Health
Career Family	Research	Grade 4	Research Training Zone (points 24-26)
Working hours per week	0.6 FTE	Appointment period	12 months
Reports to (job title)	NCOR Director	Current location	Whitechapel

Job purpose *(Why does the job exist? What is it there to achieve or deliver?)*

The aim of this post is help the National Council for Osteopathic Research (NCOR) advance, facilitate and disseminate research within the osteopathic profession to promote good and safe practice to optimise patient care.

Knowledge, Skills & Experience *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Undergraduate degree in relevant subject or equivalent experience Masters degree in relevant discipline	Essential Desirable
Experience	1. Experience working in osteopathy or related discipline in musculoskeletal health care 2. Knowledge of osteopathic regulation 3. Experience of working on projects as a team member 4. Computer literate website and multimedia aware 5. Experience of conducting basic research and awareness of basic research methodology	1. Desirable 2. Desirable 3. Desirable 4. Desirable 5. Desirable
Knowledge, skills & abilities	1. Excellent knowledge of English 2. Ability to maintain accurate and up to date records 3. Understanding of the research process 4. Ability to organise and prioritise own work and organise research within the project timetable 5. Computer literacy 6. Effective team working. 7. Good communication skills	1. Essential 2. Essential 3. Essential 4. Essential 5. Essential 6. Essential 7. Essential
Attitude & disposition	1. Flexible and co-operative 2. Self-motivated and hardworking 3. Willingness to learn new skills	1. Essential 2. Essential 3. Essential
Other circumstances	1. General health appropriate to the duties of the post 2. Willingness to work flexibly in order to achieve project demands. 3. Willingness and ability to travel 4. Availability to start October/November 2012	1. Essential 2. Essential 3. Essential 4. Desirable

Working Environment *(knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency)*

1. Help develop, implement and maintain the pre-designed NCOR website.
2. Assist in the operation and implementation 2 bespoke database system using procedures according to agreed protocol.
3. Assist in research related projects as they arise.

4. Assist in the running and operations of NCOR including arranging meetings and conferences.
5. Log and respond to queries from osteopaths and interested third parties wanting information about NCOR.
6. Participate in the preparation of reports, journal paper submissions, and presentations to a variety of audiences.
7. Contribute to the running of NCOR by working flexibly to accommodate the needs of the stakeholders and support others in their working.
8. Any other relevant activities related to NCOR as appropriate.
9. Undertake such other duties as may be reasonably expected by the Director of NCOR.
10. Collect data and undertake any appropriate analysis of data as requested. Provide and prepare data essential to the Director in preparing publications and grant progress reports.
11. Maintain appropriate databases, keeping accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.
12. Undertake literature and database searches for the research project, and to be able to interpret and present the findings of the literature searches and advise the research teams appropriately regarding potential projects as required by the line manager/supervisor/PI.
13. Keep up to date with subject related and professional issues, in particular, developments in the specific subject area.
14. Comply with relevant College policies and regulations with due regard to financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property and patenting, data protection or any other rules, regulations or codes binding on the member of staff.
15. Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
16. To show a professional attitude to matters arising from queries and requests, organisation and safety, and to observe and to take an active role in fulfilling all statutory health and safety regulations.
17. To ensure that all research is undertaken according to good research practice and guidance, such as Good Clinical Practice (GCP), / Good Laboratory Practice (GLP),/ College and Trust protocols.
18. The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university.
19. These duties will be subject to review in line with the changing requirements of the School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

Freedom to Act & Decision Making *(depth of control, supervision received, use of judgement & initiative, analytical ability)*

20. Collaborate with other members of NCOR and ensure decisions are jointly agreed with the NCOR team and or director
21. Assist in the supervision of QMUL student projects, as necessary.
22. To coordinate the provision of consumable items for the facility (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).
23. Make research contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of research projects as a whole.
24. Judgements involving complex facts or situations, which require analysis, interpretation and comparison of data or any other information must be agreed by the NCOR team before dissemination.
25. To adopt flexible working practices where required.
26. Encourage interaction between team members.

Communication & Networking *(liaison with others, type and level of communications)*

27. Attend regular meetings with the NCOR director and other members of the NCOR team

28. Attend and participate in the Department academic activities.

29. Undertake certain communal responsibilities, the nature of which will be discussed and agreed by the Line manager/supervisor/PI, but which may need to be changed from time to time during the course of the project.

30. Exchange relevant information, relevant to the project both internally and externally: with staff, students, senior management and peers.

Internal

31. Establish and maintain relationships in order to collaborate with researchers and academics in own team, within the department and outside the department within the College when necessary.

External

32. Work with industrial or academic collaborators as agreed with the Supervisors.

Finance/Resource Management *(budgeting, forecasting)*

n/a

People Management *(supervisory responsibility, human relations skills)*

n/a

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Organisation Chart

