

# Job Description & Person Specification

Academic and Research roles

## JOB DESCRIPTION

<b>Job title</b>	Research Assistant AC1
<b>School/Department</b>	School of Education and Social Sciences
<b>Division (if applicable)</b>	Division of Psychology and Social Work
<b>Programme (if applicable)</b>	
<b>Location</b>	Paisley Campus
<b>Reporting to</b>	Dr Carrie Ballantyne and Dr Claire Wilson
<b>UWS grade</b>	AC1
<b>FTE</b>	0.4 for 3 months

### Job summary

A 3-month fixed-term Research Assistant (RA) position is available two days per week in the Division of Psychology at the University of the West of Scotland. The successful candidate will join the research project “School experiences of girls with ADHD; An intervention study” led by Dr Carrie Ballantyne and Dr Claire Wilson, and funded by the British Academy/Leverhulme Trust. The project focuses females with ADHD and their facilitators and barriers within their school lives. A critical part of the project is carrying out data collection using photovoice methodology with the young people and their parents/caregivers. The ultimate aim of the project is to identify factors that aided girls with ADHD in their school experience and what acted as barriers. This data will inform a short intervention with school staff. You will join a dedicated team who strive to continuously inspire our students and wider University community – and, through modern teaching and impactful research, continue to deliver innovative solutions to some of the world’s biggest challenges.

The successful candidate should have the following:

- Good honours degree in Psychology
- Understanding of qualitative research methods
- Good verbal and written communication skills
- Ability to work in a research team
- Some research experience with neurodiverse groups would be an asset.

### People & finance responsibilities

<b>People</b>	The post holder has no line management responsibilities.
<b>Finance</b>	The post holder has no direct budgetary responsibilities.

## Key activities

<p>Assist in the recruitment of participants, and management of data collection process.</p> <p>Liaise with internal and external stakeholders (e.g. Schools, local education authorities, ADHD charities)</p> <p>Conduct video call meetings with participants, including parents and children</p> <p>Carry out data collection, under supervision e.g. using photovoice methodology (training can be given).</p> <p>Manage a database and conduct follow-up contact to facilitate participant completion</p> <p>There may be the opportunity to participate in analyses and dissemination of results (e.g., conferences, journal outputs)</p>
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## Job scope

<p><b>Planning and organising</b></p>	<p>Keep track of Participant progress throughout their stages in the project.</p> <p>Contribute to the planning of participant testing.</p> <p>Plan own day-to-day research activity within the framework of the agreed programme.</p>
<p><b>Decision making</b></p>	<p>Make use of standard research techniques and methods.</p> <p>Deal with problems which may affect the achievement of research objectives and deadlines.</p> <p>Contribute to decisions affecting the work of the team.</p> <p>Potential analysis and interpretation of the results</p>
<p><b>Working relationships – <i>Liaison and Networking</i></b></p>	<p>Liaise with research colleagues and support staff on routine matters.</p> <p>Make internal and external contacts to key stakeholders</p>
<p><b>Working relationships – <i>Communication</i></b></p>	<p>Develop effective rapports with adults and children from neurodiverse communities.</p> <p>Fortnightly briefings to research team.</p> <p>Effective written communications to participants and stakeholders, as well as research team.</p>

	Present information on research progress and outcomes to bodies supervising research.
<b>Working relationships – Teamwork</b>	Actively participate as a member of a research team. Attend and contribute to relevant meetings.
<b>Working relationships – Pastoral Care</b>	Provide guidance as required to support staff who may be assisting with the research.
<b>Working relationships – Managing People</b>	Work with families to ensure that the data can be collected in a timely manner and that child and parent interviews are carried out in quick succession.

# PERSON SPECIFICATION

## Qualifications

			Evidence A = Application I = Interview
Essential	QE1	Good honours degree in Psychology. PVG or equivalent	
	QE2		
Desirable	QD1	A Masters degree in a related discipline	
	QD2		

## Experience

			Evidence A = Application I = Interview
Essential	EE1	Experience of conducting semi structured interviews Experience with working with Neurodiverse groups	
	EE2		
Desirable	ED1	Experience working with young people	
	ED2		

## Skills

			Evidence A = Application I = Interview
Essential	SE1	Understanding of qualitative research methods Understanding of creative research methods	
	SE2		
Desirable	SD1	Transcription skills Skilled in qualitative analysis (thematic analysis)	
	SD2		

## Knowledge

			Evidence A = Application I = Interview
Essential	KE1	Knowledge of the professional requirements for high quality research reports Knowledge of ADHD	
	KE2		
Desirable	KD1	Good communication skills, verbally and written	
	KD2		

## Behaviours

			Evidence A = Application I = Interview
Essential	BE1	Ability to work in a research team Ability to communicate well with families and put them at ease.	
	BE2		
Desirable	BD1		
	BD2		

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