Job Description and Person Specification for: Research Assistant for the 'Developing Health Care Professionals' Capacity to Deliver Multidisciplinary Care in Painful Diabetic Neuropathy' project	
Department: UCO School of Osteopathy	**Reports to:** Head of Research and Knowledge Exchange
Salary (Annual): Band C	**Responsible for:** N/A

Job Purpose/Summary:

- To undertake directed research activity as part of a research team and under the direction of a senior researcher or Principal Investigator.
- To consolidate work and records, produced by others within the project(s).
- To contribute to the delivery of a project by providing research, project management coordination and administrative support.

Main Responsibilities/Key Tasks:

- Undertake and support research as directed, including data collection and assistance with data analysis.
- Maintain accurate, complete and timely data and records in accordance with the appropriate protocol(s).
- Consolidate work and records, produced by others within the project(s).
- Assisting with dissemination of research findings.
- Co-ordinate the day-to day administrative management of the project, including producing progress reports as required.
- Act as first point of contact for the project(s) and liaise with colleagues from project partners as required.
- Prepare documentation for the project, for example, ethics and governance files and associated paperwork including consent, participant information sheets, etc.
- Contribute to the development of best practice guidelines and the design and delivery of education and/or professional practice activities in related subject areas.
- Contribute to grant applications, publications and the dissemination of findings as appropriate.
- Attend and participate in team meetings and committees as appropriate.
- Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.

Additional Duties

- To demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity, Inclusion and Belonging Policy.
- To demonstrate support for the University's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To undertake other activities identified from time to time commensurate with the level of the post.
- To work in line with our values.

Requirement:	**Essential:**	**Desirable:**
Education, Training and Qualifications	First degree (or studying towards) or equivalent work experience	Postgraduate degree or equivalent work experience

Skills and Knowledge	Knowledge in musculoskeletal, diabetes-related, or long-term conditions and their management relevant to the project's clinical population. Understanding of and ability to apply appropriate research methodologies as appropriate or willingness to undergo training in appropriate research methodologies, notably: - Qualitative methods (interviews, surveys) - Complex intervention development - Feasibility / randomised controlled trial design - Evidence synthesis Understanding of relevant data analytical tools as appropriate, i.e., basic skills in data management and analysis using appropriate software (e.g., Excel, SPSS, R)	Experience in quantitative and qualitative research projects Understanding of NHS services, structures, pathways and/or commissioning processes .
Experience	Experience of using standard office and data-management software (e.g., Microsoft Office)	Experience facilitating group discussions and workshops.
Personal Attributes	Good people and communication skills Organised Good time keeping Able to work independently and to deadlines	
Abilities	Good writing and presentation skills Strong administrative skills Effective team-working skills	Video recording and computer skills for presenting educational material
Other Requirements	Ability and willingness to travel to research sites in at least one of the following regions: Dorset, Devon, Oxfordshire, Leicestershire, London	

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NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.

November 2026
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