



Research Assistant

Department	Psychology (www.strath.ac.uk/humanities/psychologicalscienceshealth/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Research	Reference No	654630
Reports To	Principal Investigator	Grade	6
Salary Range	£31,396 (Pro Rata)	Contract Type	Fixed Term (6 months)
FTE	0.3 FTE	Closing Date	28/10/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).	On Site Facilities	Car parking, sports centre, catering.
Holidays	31 days + 11 statutory days (Pro Rata) Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

The Department of Psychological Sciences and Health is seeking to appoint a part-time Researcher (30% at Grade 6) to contribute to a project funded by the Scottish Funding Council '**Assessing new digital tools to deliver exercise programmes in care home settings**'. You will work under the supervision and guidance of the Principal Investigator (PI) Dr Craig Donnachie and Co-Investigators (Co-Is) Professor Louise Brown Nicholls and Professor Madeleine Grealy (University of Strathclyde). The post will involve close interactions with UK-based Care Homes and our project partner 'Burns Gym'. This project will commence in November 2024.

As part of the project team, the role will involve delivering research activities including conducting focus group discussions with a range of key stakeholders, specifically, care home staff. You will also perform systematic and rigorous qualitative data analysis, working under the supervision of the research team. You will also undertake relevant administrative duties and assist with knowledge exchange activities where required.

To be considered for the role, you must hold an undergraduate degree in psychology or a closely related discipline. A relevant Master's degree, or other significant research experience following your undergraduate degree, would be an advantage. You will have knowledge of health psychology and/or sport and exercise psychology and/or the psychology of ageing, and of qualitative research methods, particularly thematic analysis. Additionally, you will ideally have experience of using computer-assisted qualitative data analysis software (e.g. NVivo). Experience of collecting qualitative data would be an advantage. You will have a

developing ability to conduct individual research work, and to do so professionally and sensitively. You will be able to plan, organise, and prioritise your own workload, and be able to work within a team environment, meeting research deadlines. You will have excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences. You will be able to communicate effectively, empathetically, sensitively, and professionally. You will understand the importance of ethical research practice, for example, confidentiality, participant consent etc.

Informal enquiries about the post may be directed to Principal Investigator Dr Craig Donnachie, Lecturer in Psychology (craig.donnachie@strath.ac.uk).

Job Description

Brief Outline of Job:

As a research assistant, and under the general guidance of the PI and Co-Is, you will assist in the delivery of the research activities related to the above project. You will recruit participants including care home staff and collect data via focus group discussions. You will contribute to thematic analysis of qualitative research data and dissemination of the findings. You will manage and prioritise your own workload and ensure that all activities are completed within required timescales. You will contribute to the write up of the results including the production of research reports, publications and presentations. You will input as a team member to administrative duties and assist with relevant knowledge exchange activities. You will be based in the Department of Psychological Sciences and Health, comprising undergraduate, masters, and PhD researchers, and dedicated lab space, resources, and equipment. You will also have the opportunity join relevant local and Scotland-wide research networks (e.g. the [Strathclyde Ageing Network](#), led by Co-I Professor Louise Brown Nicholls).

Main Activities/Responsibilities:

1.	Assist in the delivery of the research project by collecting qualitative research data via focus group discussions and data analysis, employing thematic analysis.
2.	Liaise with external partners (Burns Gym) and key stakeholders, including care home staff, throughout the project to recruit participants and organise data collection.
3.	Maintain an accurate and up-to-date record of collected data, ensuring their secure and comprehensive storage with support from the research team.
4.	Attend and contribute to relevant meetings, including presenting information on research progress and outcomes to research collaborators (e.g. external partners).
5.	Contribute to writing up the data for reports, publications and presentations.
6.	Contribute to disseminating the research findings at conferences and knowledge exchange events, to a range of audiences including external academics and partners.
7.	Plan own workload and day-to-day activities within the framework of the agreed research programme to avoid conflict or duplication of effort, in co-ordination with the research team.
8.	Maintain a professional and sensitive approach to work, particularly when working with research participants and external partners.
9.	Engage in relevant continuous professional development.
10.	Provide guidance as required to support staff and any students who may be assisting with the research.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1	Good honours degree in psychology or a closely related discipline.
E2	Sufficient breadth or depth of knowledge of qualitative research methods.
D1	Master's degree in a relevant discipline (e.g. psychological research methods).
D2	Knowledge of health psychology and/or sports and exercise psychology and/or the psychology of ageing.

Experience

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- E3 Experience of collecting and analysing qualitative research data (e.g. via focus groups and/or interviews).
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- D3 Experience of relevant software for managing qualitative data (e.g. NVivo)
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- D4 Experience of collecting qualitative data with adults.
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- D5 Sufficient breadth or depth of knowledge in the relevant discipline/s to contribute to the research project
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Job Related Skills and Achievements

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- E4 Developing ability to conduct individual research work.
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- E5 Ability to plan and organise own workload effectively with supervision from senior colleagues.
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- E6 Ability to work within a team environment.
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Personal Attributes

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- E7 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.
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- E8 Ability to work professionally and sensitively.
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Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Craig Donnachie, Lecturer in Psychology (craig.donnachie@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Research staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 06/11/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Research Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Research Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that research staff carry out these duties in a variety of ways appropriate to the nature of the research activity, but expects regular contact to take place between the research staff employee and the supervisor/granholder (where these positions are occupied by different individuals) during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangement will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

Members of staff are employed on the conditions indicated in individual letters of appointment and any accompanying papers. The University is not obliged to give notice of termination or continue any employment beyond the end of that period. Where the period of the contract of employment is for one year or less it may be terminated short of the fixed term period by one months notice on either side. Where the period of the contract of employment is for more than one year, or where there have been a further contract or series of contracts immediately consecutive, the employment may be terminated short of the fixed term period by three months' notice on either side, except during the probationary period when the notice period is one month.

If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice.

Revised April 2024