

**Job Description**

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| Job Title: | Research Assistant – ProACTIVE |
| Faculty/Professional Directorate: | Faculty of Health Sciences |
| Subject Group/Team: | Institute for Clinical and Applied Health Research |
| Reporting to: | Maddie Wilkinson |
| Duration: | Fixed Term – February 2026 |
| Job Family: | Academic |
| Pay Band: | 6 |
| Benchmark Profile: | Research Band 6 |
| DBS Disclosure requirement: | Enhanced |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

This is an exciting opportunity for motivated and enthusiastic researchers to join a highly experienced research programme funded by a National Institute for Health Research (21/614 HSDR) entitled *Programme of Research for Alcohol Care Teams: Impact, Value and Effectiveness* (ProACTIVE).

Alcohol-related hospital admissions in England continue to rise, with estimates that 10% of patients admitted to acute hospitals may be alcohol dependent. There remains considerable variation in the provision of hospital-based Alcohol Care Teams (ACT) in England, and a limited evidence base for understanding their clinical effectiveness. The NHS long-term plan has invested £26million to ‘optimise’ ACT through the development of existing services and the establishment of new teams in 25% of hospitals in greatest need by 2024. Jointly led by Professor Thomas Phillips, University of Hull and Professor Julia Sinclair, University of Southampton this three-year research programme is a multi-disciplinary, integrated, mixed-methods study designed to evaluate the impact of ACT at macro (policy), meso (health system) and micro (patient) level. It will identify the ‘optimal’ models of ACT, define the components that best support the identification, and cost-effective management of hospitalised adults with alcohol dependence (AD), and will facilitate the rapid dissemination of the results.

Central to the whole research programme is the development of an ACT Patient and Public Involvement (PPI) network to co-produce evidence and tools with patients, policy makers and commissioners about the best use of NHS funds in this area.

We are seeking temporary Research Assistants to join the ProACTIVE research team. Research Assistants will be based at **Chelsea and Westminster Hospital and/ or St Helier Hospital**, where the successful candidates will work with the Principal Investigator to deliver the ProACTIVE research study. The post holders will be employed by the University of Hull and will be accountable to Professor Thomas Phillips and report to Maddie Wilkinson, the ProACTIVE Trial Manager. They will have an honorary contract with the agreed hospital trusts. Successful candidates will be based at **Chelsea and Westminster Hospital and/or St Helier Hospital** for the majority of their time. As such we would welcome applications from candidates who live locally to the area, or within a practicable travelling distance.

**We value diversity and we are committed to recruiting and supporting staff and students from all sectors of society. The University of Hull holds a Bronze Athena SWAN award. We are committed to developing staff and actively encourage and support staff to take development opportunities.**

### Specific Duties and Responsibilities of the post

The successful candidates will recruit patients with lived experience of alcohol dependence to a quasi-experimental study as part of Work Package 2 of the ProACTIVE programme. They will be based within **Chelsea and Westminster Hospital and/or St Helier Hospital**, and will work closely with the Principal Investigator, clinical research nurses and ward staff to identify and recruit participants, take informed consent, conduct research questionnaires and enter data.

The ideal candidates will have excellent verbal and written communication skills, in addition to experience of administering psychometric tests, and engaging with vulnerable people in clinical or research settings. **The role requires independent working, so strong time management and organisational skills are essential.**

More information on the programme of research can be found here:

<https://www.hull.ac.uk/work-with-us/research/institutes/health-trials/study/proactive>

Interviews are to be confirmed. Interested applicants are encouraged to visit the study websites and to contact Maddie Wilkinson (Trial Manager) at m.wilkinson2@hull.ac.uk for further information.

### In your covering letter, please refer directly to the criteria, given in the person specification below.  Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This is an entry level post and may be suitable for those planning to train and develop their research skills so that they may take on a more senior research post in the future.

Research Staff at this level will assist an individual research leader or team to carry out a particular study or studies.

The research assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

The main focus of the work will involve the generation or collection of data using standard methods which have been developed by others. The role holder will assist with analysis and interpretation of results and the drafting of research reports and publications.

**Main Work Activities**

1. Pro-actively contribute to the research project and conduct own research to include:

* Gather, prepare, analyse and interpret data
* Conduct literature and database searches
* Write up and present own research results

1. Contribute to the management of research projects to include:

* Contribute to the planning of projects
* Plan own research activity within the framework of the agreed programme

1. Prepare reports and papers describing the results of the research for both internal and external publication to include:

* Contribute to the production of research reports and publications
* Present information on research progress and outcomes to bodies supervising research

1. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University

* Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
* Actively participate as a member of the research team which will involve attending and contributing to relevant meetings.

1. Provide guidance as required to support staff and any project students who may be assisting with the research.
2. Demonstrate evidence of own personal and professional development including:

* Appraisal, induction and performance reviews
* Participation in training and development activity
* Maintenance of links with professional institutions and other related bodies

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**PERSON SPECIFICATION – Research Band 6**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Working towards a PhD in relevant discipline * BSc, BA or Masters degree in relevant discipline | * Previous research involving examination of alcohol disorder | Application  Interview  Other |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Data collection * Analysis and interpretation of results * Drafting research reports, participating in scientific conferences and contributing to drafting scientific publications | * Previous experience of conducting research within health or social care settings * Previous experience of recruiting hard to reach groups or those experiencing alcohol disorders | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of :**   * Collaborative working and networking to enhance and develop research | * Membership of Departmental Research Committee or equivalent | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:**   * An expectation to positively contribute to University activities and initiatives including open days, graduation ceremonies etc and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities * Continuous Professional Development. |  | Application  Interview  Other |