

Candidate Information

Position:	Research Assistant - Nutrition (Part Time)
School/Department:	Centre for Public Health
Reference:	20/108555
Closing Date:	Monday 1 February 2021
Salary:	£28,331 - £30,942 per annum (pro rata)
Anticipated Interview Date:	Wednesday 17 February 2021
Duration:	This post is 0.9FTE and is available until 28 February 2024.

JOB PURPOSE:

To work on two trials – the Game of Stones and Brain-Diabetes.

Game of Stones – To recruit and collect data from study participants (adult men with a BMI of 30kg/m² or more). This will entail approaching and recruiting men in GP practices and community venues (e.g. supermarkets, shopping centres, garages) in Northern Ireland, measuring and recording height and weight, and entering data into the study database. The researcher will work closely with and support a fieldworker employed to help with recruitment and data collection. Due to the nature of the work, the candidate will need to travel by car and work flexibly to ensure successful recruitment and follow up of trial participants.

Brain-Diabetes - additional tasks for Brain-diabetes will include remote delivery of personalised dietary advice on brain healthy diet to study participants recruited in North and South Ireland and monthly dietary review of study participants via online/telephone.

MAJOR DUTIES:

1. Recruit to target adhering to ethics approved protocol and regulatory guidelines.
2. Work closely with and support the fieldworker employed at QUB to help with recruitment and data collection.
3. Help identify and work flexibly with a pool of students to recruit in evenings/weekends to enable men who work to take part.
4. Feedback recruitment progress to trial managers, GP practices and community stakeholders.
5. Recruit trial participants and complete baseline assessments.
6. Arrange and complete 3,6,12,24 assessments within 3 weeks of target date following the protocol for how these assessments are conducted.
7. Ensure all data collected are appropriately stored and managed so that research governance is maintained and data are kept confidential.
8. Observe the confidentiality of participant information at all times, in accordance with the Data Protection Act and to ensure that all study documentation is kept in a clearly trackable system and is stored confidentially.
9. Enter data into the study database.
10. Work with the qualitative team to identify people to interview, and keep fieldwork notes to assist sampling and contribute to the qualitative analysis.
11. Assist the team with tasks to ensure trial interim and final reports are produced on time.

Planning and Organising:

1. Plan own day-to day activity within framework of the agreed research programme. Work with the study team to ensure the time-table for data collection runs smoothly. Feedback and liaise with research supervisor/(s) on work progress. Coordinate and liaise with other members of the research group over work progress. Attend weekly team meetings and bimonthly project management group meetings.
2. Assist trial manager with gaining relevant ethics and R+D approvals.
3. Assist the study team with engaging local PPI input into the study materials e.g. text messages, website and dissemination strategy.
4. Work with local clinical research networks to identify GP practices and secure their support for the study.
5. Work with study practices to identify eligible men and organise data collection.
6. Identify community venues and gain permissions for recruitment stands/posters/fliers.

7. Identify stakeholders/champions willing to promote recruitment to the trial (e.g. community and leisure centre managers; community councils; hospital foyers; local charities; job centres).
8. Ensure incentive payments are timely for men who meet the weight loss targets.
9. Ensure that all study protocols and research governance guidelines are adhered to at all times.

Resource Management Responsibilities:

1. Ensure research resources are used in an effective and efficient manner.
2. Make decisions about what venues and approaches would be most effective locally to recruit, retain and follow up trial participants – with a focus on equity, inclusivity and diversity.
3. Discuss trial progress with members of the study team, and help make decisions about ongoing delivery and dissemination of findings.

Internal and External Relationships:

1. Liaise with research colleagues and support staff on routine matters.
2. Liaise with local stakeholders and PPI in the set up stage and throughout the trial.
3. Collaborate with R+D and local weight management leads to tailor information and website materials with agreed logos and links to resources.
4. Explain the purpose of the study and procedures to potential trial participants in a sensitive manner.
5. Be responsible for maintaining strong relationships and positive communication channels with other key personnel, including GP practices, participating men, and the project team, including the trial manager and fieldworkers based at other trial sites (Glasgow, Belfast, Bristol, Sligo, Galway, Tyrone, Fermanagh).
6. Collaborate with local/national weight management leads/ commissioners/digital decision makers about future implementation of Game of Stones into digital systems for weight management locally and in devolved country.

ESSENTIAL CRITERIA:

1. First or upper second class honours degree or equivalent in Nutrition or closely related discipline.
2. At least 3 months continuous and relevant experience of data collection in a research settings.
3. Proven ability to work in a multi-disciplinary environment.
4. Excellent planning, organisation and networking skills.
5. Excellent verbal and written communication skills.
6. Excellent inter-personal skills; the ability to communicate effectively in a polite and diplomatic manner with people at all levels.
7. Ability to elicit information from, and form a rapport quickly with, study participants.
8. Ability to undertake potentially stigmatising conversations sensitively and using non-judgemental language.
9. Good IT skills.
10. Evidence of ability to deal competently with administrative tasks.
11. Evidence of ability to maintain accurate and organised computer and manual records.
12. Skilled in systematic data collection according to protocol.
13. Evidence of ability to write reports and meet deadlines.
14. Evidence of ability to prioritise workloads and work under pressure to meet deadlines.
15. Understands confidentiality and the how this should be applied to the workplace.
16. Understands research governance guidelines and the need to comply with study protocols.
17. Clear and confident communicator.
18. Confident demeanour.
19. Ability to give formal presentations.
20. Ability to act decisively and confidently.
21. Ability to take initiative, work independently and as part of a team.
22. Ability to work to deadlines.
23. Comfortable talking to men in disadvantaged community settings.
24. Ability to work outside normal hours when necessary.
25. Ability to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Masters in Nutrition or closely related discipline or equivalent experience in fieldwork.
2. Experience recruiting, retaining and engaging with participants for research.
3. Experience of collecting research data from adults in community and clinical settings.

4. Experience of working in weight management and/or with behaviour change interventions.
5. Experience of working with individuals in disadvantaged communities.
6. Experience using statistical software packages, e.g. SPSS or similar.
7. Understands randomised controlled trials, equipoise and randomisation and can explain this to men.

ADDITIONAL INFORMATION:

This is a part time post –90% FTE (33.3 hours).