

IMPERIAL

Research Assistant

Department/Division/Faculty:	Imperial Clinical Trials Unit (ICTU), School of Public Health, Medicine.
Campus/Location:	White City Campus
Job Family/Level:	Research Job Family, Research Assistant
Responsible to:	Director, Imperial Clinical Trials Unit
Line management for:	N/A
Key working Relationships (Internal):	NIHR RSS Operational Director, ICTU staff, Colleagues in the Faculty of Medicine and Imperial College Healthcare NHS Trust (ICHNT)
Key Working Relationships (External):	NIHR RSS Hub Partners and external trial teams.
Contract type:	Casual, 2 to 5 days per week (£26.48 - £28.51 per hour inclusive of holiday pay)

Purpose of the Post

We are seeking an organized and detail-oriented casual member of staff to undertake an administrative and research assistant role. There will be flexible hours, and the candidate can work their choice of 2 to 5 days per week for 6 months. They will support a final write up of a systematic review of clinical trial methods in neonates. They will also support setting up a process for disseminating methods funding within NIHR RSS, organisation of an online seminar series, and develop some advertising materials to promote the seminars. They will be supported to develop a survey of NIHR RSS staff.

The postholder will work closely with members of the project team and NIHR RSS core team. They will be responsible for reviewing and finalizing the manuscript from a systematic review report. They will also assist with a variety of tasks to set up and co-ordinate methods research funding scheme within the NIHR RSS Imperial College London and Partners Hub, including constructing a survey to gather information from staff across all NIHR Hubs across England and provide an analysis of these results. They will set-up and promote national research methods webinars with support from the NIHR RSS Directors and academic leads. They will work closely with Professor Victoria Cornelius and the Operational Director of the NIHR RSS Imperial Hub.

The postholder will have experience in descriptive data analysis, report writing, survey development. They will be familiar with medical terminology and clinical trial methodology and possess good communication skills.

Advert closing date: Thursday 12th December 2024

Interview date: Thursday 19th December 2024

Start date: Monday 13th January 2025

To apply for this position, please send your CV and covering letter to Rani Rayat (r.rayat@imperial.ac.uk) and Professor Victoria Cornelius (v.cornelius@imperial.ac.uk).

Key Responsibilities

Research Duties:

- **Report Writing:** Draft a high-quality manuscript for a systematic review of clinical trials methods in neonatal trials from the exiting draft report.
- **Survey:** Constructing internal staff survey on methods research, funding, and analyse results.
- **Webinars:** Organising webinars and develop advertisement materials.
- **Data Analysis Review:** Work closely with the research lead to understand and interpret data. Summarize key findings and provide clear, concise explanations of the data.
- **Collaboration:** Collaborate with teams across institutions, including research staff and project managers, to gather necessary data and insights for development of a methods funding scheme.
- **Review and Editing:** Review and edit manuscript documents for consistency, accuracy, and clarity. Incorporate feedback from team members and authors to refine reports.
- **Document Management:** Maintain accurate records of all manuscript drafts, and revisions, ensuring proper document control procedures are followed.
- **Timely Delivery:** Ensure that reports are completed within specified timelines and provide regular updates on progress.

Other Duties:

- To undertake any necessary training and/or development
- To undertake appropriate administration tasks
- To attend relevant meetings

Where Imperial or funder conditions necessitate, you will be required to complete timesheets for your work on projects in a timely manner.

Person Specification

Requirements

Candidates/post holders will be expected to demonstrate the following:

**Essential (E)/
Desirable (D)**

Education

Degree or equivalent experience

(E)

Experience

Prior experience of clinical trials or clinical research	(E)
Prior experience of report writing and document writing	(E)
Prior experience of developing surveys	(D)
Prior experience of synthesising data/descriptive data analysis	(E)

Knowledge

Excellent IT skills, including Word, Excel, email and use of the internet	(E)
Knowledge of neonatal medicine, digital healthcare and technology and randomised trials	(D)
Knowledge of Imperial College London policies and procedures	(D)

Skills & Abilities

Excellent communication skills, including written and spoken presentation	(E)
Ability to prioritise tasks effectively	(E)
Excellent organisational skills and good time management	(E)
Ability to draft and update written reports	(E)
A high level of accuracy and consistent attention to detail	(E)
Able to work and communicate effectively with a wide range of staff and external collaborators from various disciplines and backgrounds	(E)
Ability to work independently, and as part of a team within the Division.	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

IMPERIAL

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/>

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. [Find out more about animal research at Imperial.](#)

[Insert for posts subject to criminal records (DBS) checks] As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory [Disclosure and Barring Service \(DBS\) check](#), at the appropriate level, will be required for the successful candidate.

21st November 2024