Research Assistant – ComBAT Programme

**Department:** Health Sciences

**Hours of work:** Full-Time / 37 hours a week

**Contract type:** Fixed Term for 24 months

**Salary:** £26,341 to £32,344 a year / Grade 5
Introduction

The Mental Health and Addiction Research Group (MHARG) at the Department of Health Sciences, University of York, is looking to appoint a Research Assistant attached to a large programme of work called Community-based Behavioural Activation Training (ComBAT) for Depression in Adolescents, funded by the National Institute for Health Research (NIHR). The post-holder will be part of a large and successful academic group with a strong track record in applied mental health research. We are looking for an enthusiastic individual to assist with recruitment, enrolment and data collection across multiple sites in the NHS and the community, especially in schools and youth organisations and services. Previous experience in assisting with the delivery of clinical trials of psychological interventions for children and adolescents is desirable.

Condition of Employment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form. Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.

Main purpose of the role

The main purpose of the role is to provide co-ordination, planning, support and administrative assistance to the ComBAT programme and related studies including:

- Assisting with study set up and recruitment of adolescents, parents/carers and professionals in the community and in NHS sites and the collection of data from these sites
- Engaging and liaising with internal and external stakeholders (e.g. study team, steering group members, community and NHS services staff), including supporting a young person involvement group
- Project administration (e.g. collating, entering, storing, analysing, interpreting, and reporting on the data and study progress through the development and maintenance of datasets and reports, ensuring consistency, completeness and accuracy).

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. **Role Specific Responsibilities**

- Administer and co-ordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion (e.g. set-up, recruitment, data collection and analysis), using project management software/applications
- Conduct literature/data searches, and extract, collate or summarise data; undertake some desk-based searches or other investigation under the direction of the project leader/project manager
- Organise appointments, meetings, seminars, workshops, etc, acting as point of contact for visitors; support activities related to young person involvement group, including organising events, workshop planning, event support and assisting schools and young people as required (venue assistance, travel, risk assessment, training needs, expenses).
- Write and prepare summaries of meetings/workshops, interim reports/papers, minutes, etc
- Maintain the project leader/project manager’s documentation collection; proof-read papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation
• Develop and manage informational databases and project web pages and support development of project materials and measures, including data collection surveys and equipment
• Assist the project staff by undertaking data entry, preliminary descriptive data and/or organising data into appropriate formats and/or compiling data into reports

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
• Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
• Deliver services to standards set by others, using initiative and independent action to meet service needs.
• Manage the resolution of escalated or complex issues or queries where the answer requires consideration without precedent.
• Where appropriate, solicit customer views on the nature and quality of the service provided.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

Continuous Improvement
• Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
• Contribute to and/or initiate the development and improvement of methods of service delivery.
• Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
• Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
• Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
• Carry out investigations, searches and research information and data to identify trends and patterns.
• Analyse data and statistics and provide reports for higher level decision makers.
• Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
• Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
• Engage with external peers and specialists to exchange knowledge and information.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
• Collaborate with team members to identify and implement service improvements or alterations.
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.
Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.
## Person specification

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<th>Role-specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Good project co-ordination skills, including keeping momentum in projects, liaising with relevant stakeholders, developing and maintaining project databases, providing regular feedback on progress to stakeholders and ensuring successful delivery to project milestones</td>
<td>Essential</td>
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<td>An understanding of working within data protection and ethical guidelines</td>
<td>Essential</td>
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<td>Able to use initiative to solve unusual or complex problems</td>
<td>Essential</td>
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<td>Good planning and organisational skills, including the ability to meet deadlines</td>
<td>Essential</td>
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<td>Able to work under pressure but still provide high quality work with attention to detail</td>
<td>Essential</td>
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<td>Good numerical skills including an ability to work with and interpret basic quantitative data</td>
<td>Essential</td>
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<td>Knowledge of assessments and interviews with children and adolescents who experience mental health problems, psychological interventions and an understanding of pathways in child and adolescent mental health services and community-based services</td>
<td>Desirable</td>
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<td>Ability to build relationships with children and adolescents, their families and care gatekeepers in the NHS and the community</td>
<td>Desirable</td>
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<tr>
<td>Experience in assisting with the delivery of psychological intervention studies for children and adolescents who experience mental health/emotional or behavioural problems</td>
<td>Desirable</td>
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### University of York Person Specification for Grade 5

#### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

- Manage small-scale projects
- Gather, analyse, interpret and report data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools
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<th>Behaviours:</th>
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<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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