



# OPPORTUNITY

## Assistant Research Psychologist / Research Associate (Part Time, Fixed Term)

Reference: R210196

Salary: £29,176 to £33,797 (Pro Rata) Grade 7 to Grade 8

Contract Type: Fixed term until 30<sup>th</sup> September 2022

Basis: Part Time (29.2 hours per week)

# Job description

## Job Purpose:

In this role, the Assistant Research Psychologist or Research Associate will carry out research with the aim of improving healthcare for autistic children with intellectual disabilities and their families.

## Main duties and responsibilities

1. To undertake collection of research data by questionnaire, interview observation, experimentation & formal assessment.
2. To carry out administrative tasks associated with specified research projects, e.g. recruitment of participants, preparation of manuscripts for publication, organisation of project meetings and documentation.
3. To liaise directly with members of the research team at Aston, Birmingham, and Warwick Universities, and attend meetings at these locations (mostly at Aston).
4. To liaise directly with charity partners (Autistica, Baily Thomas & Cerebra) and clinicians working in local NHS Trusts.
5. To prioritise and manage tasks within agreed work schedule to ensure that projects are delivered by agreed deadlines.
6. To contribute to research grant applications of relevance to the research project (Grade 8 only).
7. To contribute to undergraduate and postgraduate research supervision and training (Grade 8 only).
8. To attend meetings and conferences to disseminate research results.
9. To be available to participate in fieldwork as required by the specified research project.
10. To travel to various locations in the UK to gather data from children, young people, and their families where the ability to travel by road between several locations is essential.
11. To complete tasks as outlined by the Principal Investigator and in line with the job grade.

## Working with volunteer participants

1. Liaising with participants and the research team, arranging interview times, explaining procedures, taking informed consent, and showing appropriate care and consideration of families in their homes.
2. Liaising with staff from charity partners and clinical services in recruitment of participants. An awareness of participant confidentiality will be needed. Enhanced DBS will be needed.

## Data handling

1. Anonymise and code interview data

2. Code questionnaires and video footage and enter data into SPSS format.
3. Manage data to ensure data integrity and ease of access to data for the principal and co-investigators.
4. Data processing and statistical data analysis.

### **Reporting**

1. Prepare study findings for presentation in study reports and publication in scientific journals
2. Ensure that all work is undertaken and analysed in a timely manner and in line with the milestones and deliverables outlined by the principal investigator. Regular reporting of progress to the team.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Develops networks within the University, nationally and internationally to develop scholarship and influence decisions.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	1 <sup>st</sup> class or 2:1 undergraduate degree in psychology (or equivalent)	Application form
<b>Experience</b>	<p>First-hand experience of a range of research methods.</p> <p>First-hand experience of quantitative research. Including different methods of data collection, research designs, analysis and final report writing.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Good organisational, time management, computing, and IT skills. Extensive prior use of SPSS, Excel, Word Processing.</p> <p>Ability to work independently or as part of a team.</p> <p>Ability to collaborate with colleagues in research.</p> <p>Well-developed analytical skills and the ability to analyse data.</p> <p>Interest in learning new statistical and therapeutic techniques.</p> <p>Ability to manage junior members of the research team and supervise students.</p> <p>Full driving licence with the ability to travel between several locations</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	ADOS-II trained	Application form

	Desirable	Method of assessment
	<p>Experience of delivering psychologically informed assessments/interventions</p> <p>Experience of publishing research</p> <p>PhD or equivalent (for Band 8 only)</p>	
<b>Experience</b>	<p>Direct experience of conducting research or psychological assessments with children and adults with autism spectrum disorder and intellectual disabilities.</p> <p>Direct experience of conducting psychological assessments with family members and carers.</p> <p>Production of accessible information and resources.</p>	Application form and interview
<b>Aptitude and Skills</b>	<p>Ability to develop behavioural coding schemes.</p> <p>Ability to build rapport with others</p>	Application form and Interview

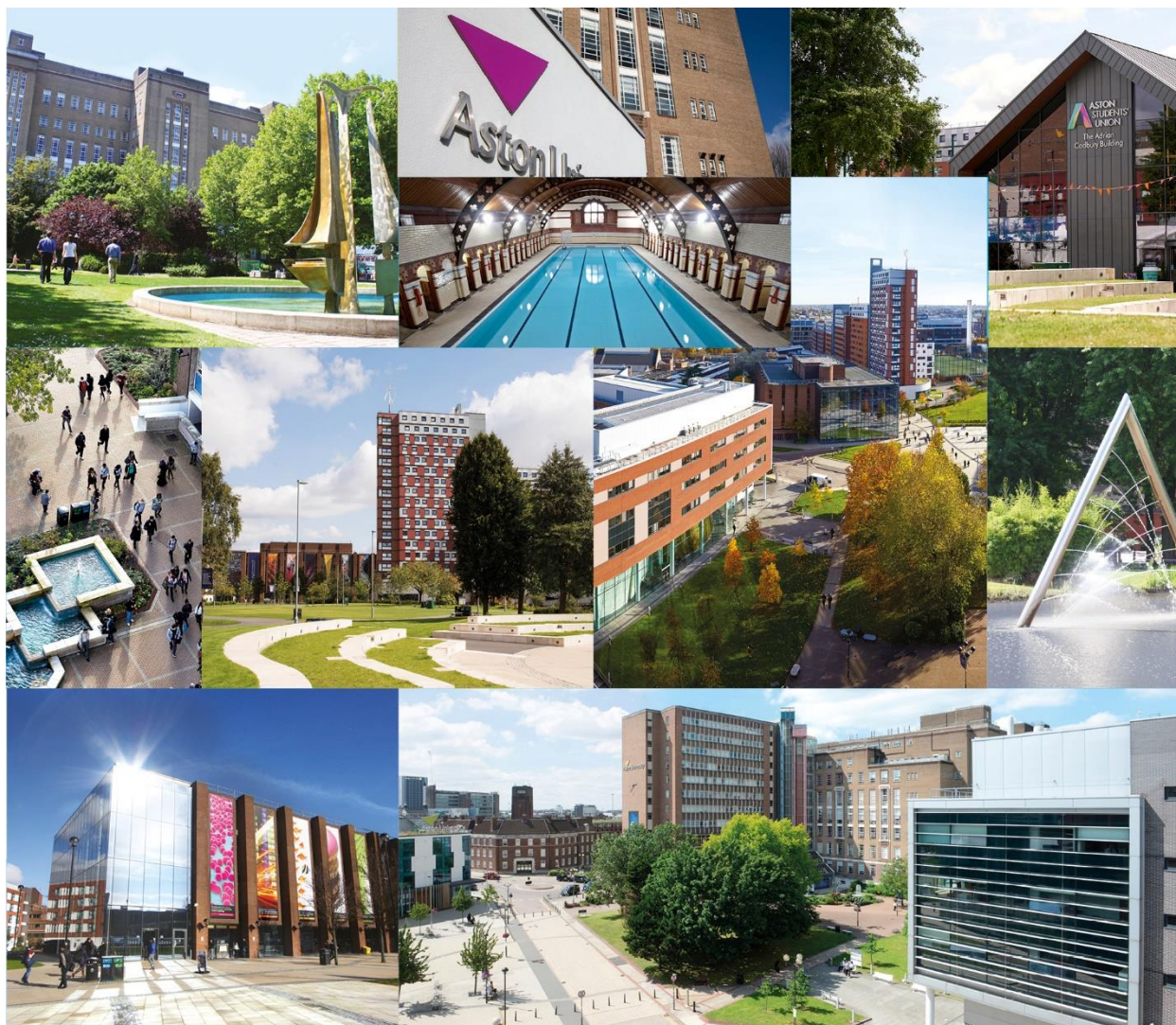
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 GMT on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Dr Jane Waite

Job Title: Lecturer – School of Psychology

Email: [j.waite@aston.ac.uk](mailto:j.waite@aston.ac.uk)

## Enquiries about the application process, shortlisting, or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>  
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**