



OPPORTUNITY

Where change
gets real.



Reference: 1231-26

Grade: Grade 07 or Grade 8

Salary: £31,236 to £46,049, per annum (pro-rata), depending on experience

Contract Type: Fixed Term (Grade 07: 16 months, Grade 08: 14 months)

Basis: Part Time (0.8 FTE)

Job description

Job Purpose:

To contribute to a research project focused on developing evidence-based strategies and practical guidance to reduce mental health stigma in the workplace and to promote the safe expression of psychosocial work-related concerns. The postholder will support the design, implementation and dissemination of mixed-methods research, including literature reviews, qualitative and quantitative data collection and analysis, and the development of practical recommendations for organisations.

Grade 7 Research Assistant

Main Duties/Responsibilities:

- ▶ Conduct literature reviews on workplace mental health, stigma reduction, psychosocial risks, and international guidance (e.g. WHO, ILO).
- ▶ Assist in the development of research materials, including interview and focus group schedules, questionnaires, participant information sheets and consent forms.
- ▶ Support the recruitment of research participants and liaise with organisations and stakeholders to facilitate data collection.
- ▶ Conduct interviews and focus groups under the guidance of the research team, ensuring adherence to research ethics and data protection procedures.
- ▶ Administer online surveys and monitor participant recruitment and response rates.
- ▶ Prepare, organise and maintain qualitative and quantitative datasets.
- ▶ Undertake qualitative analyses (e.g. thematic analysis) and quantitative analyses (descriptive and basic inferential statistics) under supervision.
- ▶ Contribute to the triangulation of qualitative and quantitative findings and assist in developing evidence-based recommendations.
- ▶ Prepare summaries of findings and contribute to project reports, presentations and dissemination materials.
- ▶ Contribute to the preparation of conference presentations and scientific publications.
- ▶ Maintain accurate project documentation and support the timely delivery of project milestones.

Additional responsibilities (Grade 7)

- ▶ Participate in project meetings and training activities.
- ▶ Assist with ethics applications and project administration.
- ▶ Support dissemination events and stakeholder workshops.
- ▶ Undertake other duties commensurate with the grade of the post.
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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.

Grade 8 Research Fellow

Main Duties/Responsibilities

- ▶ Lead comprehensive reviews of the scientific literature and international guidance to identify evidence-based approaches for reducing workplace mental health stigma.
- ▶ Design and develop qualitative and quantitative research protocols, including interview guides, focus group schedules, questionnaires and sampling strategies.
- ▶ Lead participant recruitment and establish effective relationships with organisational partners and key stakeholders.
- ▶ Independently conduct qualitative data collection activities, ensuring high standards of methodological rigour and ethical practice.
- ▶ Lead the management and quality assurance of qualitative and quantitative datasets.
- ▶ Independently undertake advanced qualitative analyses (e.g. thematic analysis) and quantitative statistical analyses, selecting appropriate analytical approaches and interpreting findings.
- ▶ Integrate qualitative and quantitative evidence to develop practical intervention strategies, organisational guidance and recommendations for reducing mental health stigma and promoting psychologically safe workplaces.
- ▶ Prepare high-quality technical reports and lead the drafting of scientific papers for publication in peer-reviewed journals.
- ▶ Present research findings at national and international conferences and stakeholder events.
- ▶ Contribute to the overall scientific direction of the project, identifying emerging research opportunities and methodological improvements.
- ▶ Support the supervision and mentoring of junior researchers, research assistants and students where appropriate.
- ▶ Contribute to project management activities, including monitoring progress against milestones, coordinating research activities and supporting reporting to the funder.

Additional responsibilities (Grade 8)

- ▶ Represent the project in meetings with collaborators, external organisations and stakeholders.
- ▶ Contribute to future funding applications and the development of new research ideas arising from the project.
- ▶ Support the Principal Investigator in the strategic management of the project.
- ▶ Undertake other duties commensurate with the grade of the post.
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
Education and qualifications	Grade 7: ▶ A good first degree in Psychology, Business, Organisational Behaviour, Occupational Psychology, Public Health, Sociology or a related discipline. Additional for Grade 8: ▶ A PhD in Psychology, Business, Organisational Behaviour, Occupational Psychology, Public Health, Sociology or a related discipline	Application form
Experience	Grade 7: ▶ First-hand experience of qualitative research methods, including conducting interviews and/or focus groups. ▶ First-hand experience of qualitative data analysis (e.g. thematic analysis, framework analysis or other recognised qualitative approaches). ▶ First-hand experience working with organisations and/or policymakers. ▶ First-hand experience of report writing and delivering presentations. ▶ Experience of positive collaboration within and outside of candidate's immediate research team. Additional for Grade 8: ▶ Experience of independently designing and conducting	Application form and interview

	Essential	Method of assessment
	qualitative research to doctoral level or equivalent. ▶ Experience of leading qualitative data analysis and interpreting findings to inform research outputs and practical recommendations. ▶ Experience of writing up and publishing qualitative or mixed-methods research in high-quality peer-reviewed journals. ▶ Experience of producing papers, posters, reports presenting at seminars, conferences etc. ▶ Experience of supervising or mentoring research staff, research assistants and/or postgraduate students. ▶ Experience of engaging with organisational partners and stakeholders to co-produce research and facilitate knowledge exchange.	
Aptitude and skills	Grade 7: ▶ Excellent organisational, time management and computing skills. ▶ Extensive experience using Microsoft Office applications (including Excel and Word) and qualitative data analysis software (e.g. NVivo). ▶ Ability to work independently or as part of a team. Ability to collaborate with colleagues in research. ▶ Well-developed analytical skills and the ability to analyse data, including willingness to learn new approaches. ▶ Ability to present data in both a clear and concise manner that is visually appealing.	Application form and interview

	Essential	Method of assessment
	▶ Understanding of research ethics, confidentiality and GDPR requirements when conducting research involving human participants. ▶ Ability to prepare written communications to a high standard ▶ A willingness to undertake further training as appropriate and to adopt new procedures as and when required. Additional for Grade 8: ▶ Ability to develop and maintain a research programme and to publish in high quality publications.	

	Desirable	Method of assessment
Education and qualifications	Grade 7 ▶ Master's degree in Psychology, Organisational Behaviour, Occupational Psychology, Public Health, Sociology or a related discipline. ▶ Training in qualitative research methods. ▶ Relevant academic training in workplace wellbeing, mental health, psychosocial risks or occupational health. Grade 8 ▶ Additional postgraduate training in qualitative and/or mixed-methods research. ▶ Research specialism or advanced training in workplace wellbeing, mental health, psychosocial risks or occupational health.	Application form and interview

	Desirable	Method of assessment
Experience	Grade 7 ▶ Experience of research on workplace wellbeing, mental health stigma, psychosocial risks, or occupational health. ▶ Experience of qualitative data analysis using software such as NVivo. ▶ Experience of literature reviews and evidence synthesis. Grade 8 ▶ Experience of research on workplace wellbeing, mental health stigma, psychosocial risks, or occupational health. ▶ Experience of leading qualitative or mixed-methods research projects. ▶ Experience of research on workplace wellbeing, mental health, psychosocial risks, stigma and/or occupational health. ▶ Experience of engaging with organisations or policymakers. ▶ Experience of publishing in peer-reviewed journals.	Application form and interview
Aptitude and Skills	Grade 7 ▶ Knowledge of workplace wellbeing, mental health and psychosocial risks. ▶ Familiarity with NVivo or similar qualitative analysis software. ▶ Good organisational and communication skills. Grade 8: ▶ Advanced qualitative analytical and interpretative skills. ▶ Excellent understanding of workplace wellbeing, mental health stigma and psychosocial risk management.	Application form and interview

	Desirable	Method of assessment
	▶ Ability to translate research findings into practical organisational guidance. ▶ Excellent scientific writing and presentation skills.	

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



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 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Roberta Fida
Job Title: Professor
Email: r.fida@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

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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