



Job Title: Research Associate – POLYSMART Project

School: Cardiff School of Sport & Health Sciences

Grade: 6 A/B

HERA: RIS009

## **Core purpose of role**

The postholder will, under the instruction of the Principal Investigator, work closely with the project team on the preparation of the ethics application documentation; participant recruitment; quantitative and / or qualitative data collection and analysis and the dissemination of key project outcomes.

## **Key responsibilities and contributions**

- To lead, deliver and be a key point of contact for the relevant project.
- To develop, design, and manage the data collection sessions.
- To develop, design and manage data entry in conjunction with intervention partners and researchers.
- To provide technical expertise and guidance related to the collection of project data, maintaining a participant contact database.
- Support and train Research Assistants where required.
- To help develop, design, and manage the research project, employing a variety of methodologies and analysing the resulting data.
- Collaborate and write ethics forms for projects, in line with the University's ethical approval processes and data storage / GDPR guidelines.
- Build connections and undertake activities with relevant internal and external representatives from stakeholder groups to inform the development of the project.
- Recruit participants for the collection of data in accordance with the approved ethical standards.
- Contribute to the dissemination of research findings, through presentations to relevant stakeholders.
- Co-author research reports and publications on the research conducted as part of the project.



- To maintain and develop subject knowledge in those areas which are relevant to the project.

## **Person specification**

### **Essential qualifications / Professional memberships**

- Doctoral level qualification or working towards the submission of a thesis.

### **Essential experience, knowledge and skills**

1. Knowledge relevant to the subject area.
2. Ability to engage and connect with key stakeholder groups and to develop productive working relationships as part of a professional team.
3. Ability to write research ethics and governance applications in the relevant area.
4. Ability to design processes for participant recruitment, data collection and data storage.
5. Excellent analytical skills, with Experience of analysing qualitative and / or quantitative data.
6. Ability to communicate complex information clearly, both orally and in writing.
7. Competent in the use of Microsoft Office.
8. Ability to use personal initiative and creativity to solve problems encountered in the research context.
9. Strong interpersonal skills with an ability to communicate and relate to a variety of academics and professionals at different levels through reports, in meetings or by presentations.
10. Self-motivated and well organised, with the experience of working to tight deadlines.
11. Experience of presenting research findings.
12. Experience of recruiting participants.

### **Desirable**

1. Experience in the delivery of reports, conference presentations and/or journal publications.



2. Experience of social media use and creation of visually appealing dissemination materials.
3. Willingness and ability to travel to off campus locations.

**Welsh skill requirements**

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

**Disclosure & Barring Service requirements**

This post does not require a DBS check.



## **Supporting information**

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.