

DEPARTMENT OF PSYCHIATRY

<b>Job title</b>	Casual Research Assistant
<b>Division</b>	MEDICAL SCIENCES
<b>Department</b>	PSYCHIATRY
<b>Location</b>	WARNEFORD HOSPITAL
<b>Grade and salary</b>	Grade 6 : £14.56 per hour
<b>Hours</b>	Full time/Part time
<b>Contract type</b>	Fixed-term (3 months)
<b>Reporting to</b>	Dr Chi-Hun Kim/Dr Sarah Bauermeister
<b>Vacancy reference</b>	
<b>Additional information</b>	For enquiry or application, please contact Dr. Chi-Hun Kim ( <a href="mailto:chi-hun.kim@psych.ox.ac.uk">chi-hun.kim@psych.ox.ac.uk</a> )

## The role

We are looking to appoint two research assistants to work on one of the two dementia research projects below. These are part time or full time posts for maximum three months. This is an opportunity for candidates with background in medicine or psychology to work with and learn from experienced academics before starting their next career or study.

You will work either on systematic literature review process of the ROADMAP project or on data management process of the Dementias Platform UK. You will be part of multidisciplinary teams with psychologists, clinicians, epidemiologists and statisticians. The team members (especially Dr Chi-Hun Kim / Dr Sarah Bauermeister) will supervise and provide relevant expertise for the work of the candidates. The posts will be based in the Department of Psychiatry at the Warneford Hospital in Oxford.

### Project 1. ROADMAP

The **Real-world Outcomes across the Alzheimer's Disease (AD) spectrum for better care: Multi-modal data Access Platform (ROADMAP)** project is a public-private partnership study funded through the IMI Programme (<http://www.roadmap-alzheimer.org/>) and aims to provide the foundation for a Europe-wide Real World Evidence (RWE) data-generation platform on AD. The basis for this platform will be a series of scalable, transferable data integration methods and tools for patient outcomes, developed and tested through pilot projects. The study is a consortium



project led by the University of Oxford, and seeks to identify RWE to better inform regulators on matters of efficacy and safety, providers on cost effectiveness, industry on pricing and manufacturing and scientists on mechanisms and pathways, to accelerate decision-making on re-purposing current treatments and developing new treatments.

### **Project 2. Dementias Platform UK**

The Dementias Platform (<https://www.dementiasplatform.uk/>) brings together 11 academic partners and six industry partners in the fight against dementia. The Dementias Platform's vision is to provide the UK with an integrated research environment enabling a new generation of highly targeted clinical trials linking cellular and molecular changes to patient response. Within the Department we focus on informatics, data analysis, and trials. We are enhancing the UK's cohort, imaging and record linkage informatics capability to provide a 'one-stop-shop' for dementia related data analysis. We conduct large-scale (broad and deep) data analysis. Our interest is focussed on how genetics and lifestyle interacts to affect cognitive and mental health outcomes. We work with other research groups such as EPAD and the Deep and Frequent Phenotyping Study to facilitate recruitment to highly targeted trials and other clinical studies.

## **Responsibilities**

- Work on the projects guided by Dr Chi-Hun Kim / Dr Sarah Bauermeister
- Provide project deliverables by deadlines
- Ensure all studies are carried out according to ethical and data access guidelines

## **Selection criteria**

### **Essential**

- Have or be working towards an undergraduate degree in a relevant subject (e.g. medicine, psychology, neuroscience, epidemiology, information science), or able to demonstrate equivalent experience
- Knowledge of carrying out systematic reviews, e.g. designing / running a search strategy, filtering papers according to inclusion / exclusion criteria, extracting data from included studies
- Knowledge and experience of critical appraisal & quality assessment of peer-reviewed publications & other reports, including an understanding of the risks of bias in scientific reporting and how to identify & minimise their impact
- Understanding of the use of electronic databases to identify relevant published literature to answer a research question e.g. MEDLINE, Embase, PsycInfo
- Knowledge of techniques and tools for managing large numbers of citations e.g. EndNote
- Excellent data management, organisational and archiving skills to robustly and accurately deal with large amounts of programme information using appropriate tools
- Ability to prioritise work in order to deal with competing deadlines
- Careful attention to accuracy and detail
- Excellent computer skills and ability to use MS office packages (or equivalent) to an intermediate level
- Understanding of project management techniques
- Ability to write clear and concise documentation
- Ability to work independently and judge when to seek advice or support from other members of the team

- Ability to work well within a multi-disciplinary team
- Excellent standard of communication in written and verbal English, including preparation of internal & external reports, scientific manuscripts and presentations
- Ability to clearly communicate complex information to a range of audiences
- Confident, friendly and professional attitude to work and colleagues

### **Desirable**

- A postgraduate degree in a relevant subject (e.g. mental health, public health, epidemiology, information science), or able to demonstrate relevant and equivalent experience
- Experience of working in health and/or social care settings
- Experience of working with dementia patients and/or older people
- Familiarity with neuroscience or mental health
- Experience of working in a multi-disciplinary team

## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

### **Department of Psychiatry**

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor John Geddes. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 180 staff including 32 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside

Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover approaching £10 million with more than 50 research grants.

For more information please visit: <http://www.psych.ox.ac.uk>

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## **How to apply**

Application is by CV and covering letter – please sent this to Dr Chi-Hun Kim ([chi-hun.kim@psych.ox.ac.uk](mailto:chi-hun.kim@psych.ox.ac.uk)).

## **Important information for candidates**

### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### **Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

### Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

### Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)