Summary

Job title	Casual Research Support Assistant
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 6: £15.60 per hour
Hours	Full time
Contract type	Fixed-term (12 weeks)
Reporting to	Dr Sarah Bauermeister
Vacancy reference	Casual
Additional information	*For enquiry, please contact Dr Sarah Bauermeister (sarah.bauermeister@psych.ox.ac.uk)* *Application is by CV and covering letter – please sent this to Sarah Bauermeister by 9am on Friday 6th November 2021..*

The role

Reporting to Dr Sarah Bauermeister. The post holder is a member of Dementias Platform UK (DPUK) with responsibility for the provision of research support for the Dataset Curation Project .

Responsibilities

- Manage own research and administrative activities, within guidelines provided by senior colleagues

- Select, follow, and adapt specialist procedures for data curation

- Record, and present quantitative data and information from a variety of sources

- Completion of large-scale cohort information templates in Excel

- Represent the research group at external meetings/seminars, either with other members of the group or alone

- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

- Contribute to the development of the DPUK data curation programme (C-Surv)

- Prepare largescale datasets for curation

Selection criteria
Essential selection criteria

- Hold a first degree, or relevant experience

- Ability to manage own research and administrative activities

- Excellent communication skills

- Experience of working with Excel spreadsheets

- Proficient with all Microsoft Office tools

- Ability to work independently and use initiative

- Experience of working with datasets for research

- Scientific/health background

- Methodical and excellent attention to detail

- Ability to work to changing and urgent deadlines

- Can begin work as soon as possible

- Data processing experience in a programmable package (e.g., Stata, R, Python)

Desirable selection criteria

- Experience of contributing to research publications

- Confident communicator, e.g., external collaborators   .

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

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 220 staff including 33 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 130 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.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

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.