

Job Description

Job title: Evidence & Impact Research Assistant

Reports to: Head of Research & Development

Key Stakeholders: RAID, Clinical team, Operations Team, Engagement and Income Team

Responsible For: N/A

1. Main purpose of job

Support the Research Audit, Innovation & Development (RAID) team to conduct research studies aimed at optimising service quality and achieving the best possible outcomes for patients.

Work collaboratively with clinicians and researchers to collect and analyse data, assist in designing and implementing research protocols, and ensure compliance with ethical and reporting standards.

This varied position offers significant learning opportunities in pre-hospital emergency medical research and is ideal for someone who is organised, motivated, and detail-oriented.

2. Main duties/responsibilities

- Support the planning, execution, monitoring, and dissemination of RAID projects at EAAA. Responsibilities include data entry, extraction and accuracy checking, administrative support, and contribution to report writing.
- Under the supervision of the Head of Research & Development, help collect, clean and analyse quantitative and qualitative data using appropriate methodologies.
- Work in conjunction with the Clinical Data & Insight Lead to deliver clinical data outputs that support projects and decision-making across the charity. This includes responding to ad-hoc requests for data from clinical colleagues, the Operations team, and the Engagement and Income teams.
- Assist in developing research protocols, drafting of grant applications, and preparing publications and presentations for both internal and external audiences.
- Help prepare research and audit project materials, data collection tools and surveys.
- Help maintain accurate and detailed documentation of RAID activities and provide logistical support for projects, including scheduling of meetings and documenting project timelines.
- As required, liaise with colleagues in external organisations, such as by attendance at relevant meetings.
- Ensure compliance with data governance policies, particularly with regard to data security, confidentiality and information governance at all times.

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- Ensure compliance with ethical and regulatory requirements.

3. General duties/responsibilities

- From time to time, the post holder may be required to work at any of the Charity's sites in line with organisational needs.
- All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with Charity policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
- All staff are required to adhere to and act consistently with all relevant health and safety legislation and Charity policies and procedures in order to ensure that their own and the health, safety and security of others is maintained.
- Staff will actively promote the Charity's commitment to equality and diversity by treating everyone with dignity and respect.
- All employees should take a proactive approach to personal development in order to ensure that skillsets are aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs.
- All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
- It is the responsibility of all employees to conduct all business in an honest and ethical manner.
- Staff should uphold and demonstrate the Charity's values (reasoned, accountable, integrity, synergy and evolution).
- All staff should be aware of their responsibilities to protect the reputation of the charity e.g. social media and behaviour.
- Reporting incidents via the Datix system as part of an open and fair culture.
- Staff should be willing to undertake any activity as deemed appropriate by the charity that is in line with skills, experience and knowledge.

4. Person specification

Education and qualifications	
Essential	Desirable
Undergraduate degree in a numerate or scientific discipline, or equivalent experience in a relevant area of work	
Experience	

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Essential	Desirable
Experience working with data, including data collection, analysis and interpretation	Experience of working in the health service and with medical health data/records.
Experience of maintaining accurate records	Experience of working on research projects
Experience of extracting information from a variety of sources to prepare reports.	Experience of using databases, including extracting data and accurate inputting.
Experience of working in a team	Experience of generating insight from complex data/information
Experience of working to deadlines	
Knowledge and Skills	
Essential	Desirable
Good level of competence across Microsoft Office 365	Knowledge of health research methods
Attention to detail and strong organisational skills.	
Strong people skills and be able to interact with colleagues and partners at different levels.	
Personal qualities	
Essential	Desirable
Excellent communication skills, both verbal and written	Good verbal presentation skills
Strong organisational skills and a collaborative approach	