

Job Description

Research Assistant in
School and Community Physical Activity

Research Institute for Health and Social Care



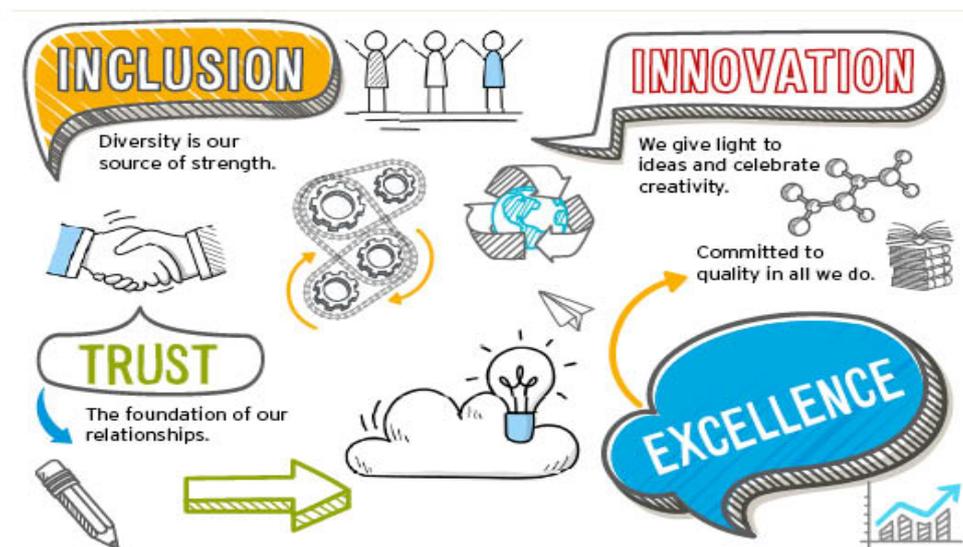
Brief summary of the role

Role title:	Research Assistant in school and community physical activity
Grade:	7
Faculty or Directorate:	Research Institute for Health and Social Care
Service or Department:	Applied Health and Wellbeing Research
Location:	University of Bradford Campus and hybrid
Reports to:	Professor Andy Daly-Smith
Responsible for:	N/A
Work pattern:	Full time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• A first degree (2-1 or higher) in a relevant discipline (physical activity, psychology, sociology etc.)
Desirable	<ul style="list-style-type: none">• MSc / PhD in a relevant discipline.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience of qualitative and/or quantitative data collection and analysis• Diligent worker, able to meet demanding deadlines• Excellent communication skills with a range of stakeholders• Working with one or all of the following: schools, community-based organisations and families.
Desirable	<ul style="list-style-type: none">• Experience of developing and delivering school and community physical activity interventions.• Experience of recruiting to research projects.• Experience conducting literature reviews

Personal attributes

Essential	<ul style="list-style-type: none">• Commitment to improving the lives of children and young people through physical activity.• Commitment to effective team working• Ability to work on own initiative.• Ability to maintain confidentiality.• Ability to be flexible.• Commitment to University of Bradford's policy of equal opportunity• Ability and capacity to travel regionally to support data collection across a wide range of schools and community settings.
Desirable	

Main purpose of the role

To support the development, implementation and evaluation of a district-wide universal offer for children and young people's physical activity in Bradford. This will involve working with the research team and the JUMP team to co-develop a coherent, district-wide framework for the delivery of children and young people's physical activity to operationalise the district's physical activity strategy, Every Move Counts.

In addition, the role holder will support the evidence-based development and evaluation of the JUMP schools programme in Bradford. JUMP schools use the Creating Active Schools (CAS) programme to create place-sensitive change for whole-school physical activity within the Sport England-funded place partnership in Bradford (JU:MP). The role involves supporting the JUMP Schools Learning and Delivery Manager and the wider research team in developing and evaluating the JUMP schools programme and in collecting and analysing qualitative and quantitative data to publish reports.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Support JUMP and CAS stakeholders in engaging in programme development, delivery, and evaluation.
2. Conduct research with JUMP and CAS stakeholders, including strategic leads, head teachers, teachers, local partners, children and families, via a range of methods including co-design approaches, focus groups and semi-structured interviews, ripple effects mapping, surveys, and observations.
3. Support qualitative and quantitative data analysis across the JUMP district-wide programme, with a specific emphasis on working with schools.
4. Assist with developing practice-oriented outputs such as JUMP and CAS programme materials and assets.
5. Support in planning and organising research-related projects.
6. Communicate with research partners, participants and funders to support successful project implementation.
7. Conduct literature and database reviews.

8. Assist with developing the JU:MP and CAS evaluation approach, including protocols and ethics applications.
9. Support the University of Bradford JUMP team to deliver local and regional events for schools and wider school system stakeholders.
10. Work collaboratively with academic, policy and practice partners .
11. Liaise with schools to support programme implementation and evaluation.
12. Travel within Bradford and West Yorkshire and potentially nationally to support the implementation and evaluation programme assets.
13. Assist in preparing papers and arrangements for steering group meetings, conferences, publications etc.
14. Contribute to stakeholder engagement and knowledge mobilisation activities.
15. Ensure compliance with research and clinical governance guidelines, data protection and ethical requirements.
16. Any other duties as requested, commensurate with the grade and nature of the post.
17. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)