

Job Description

Research Support Technician

Institute for Health and Social Care



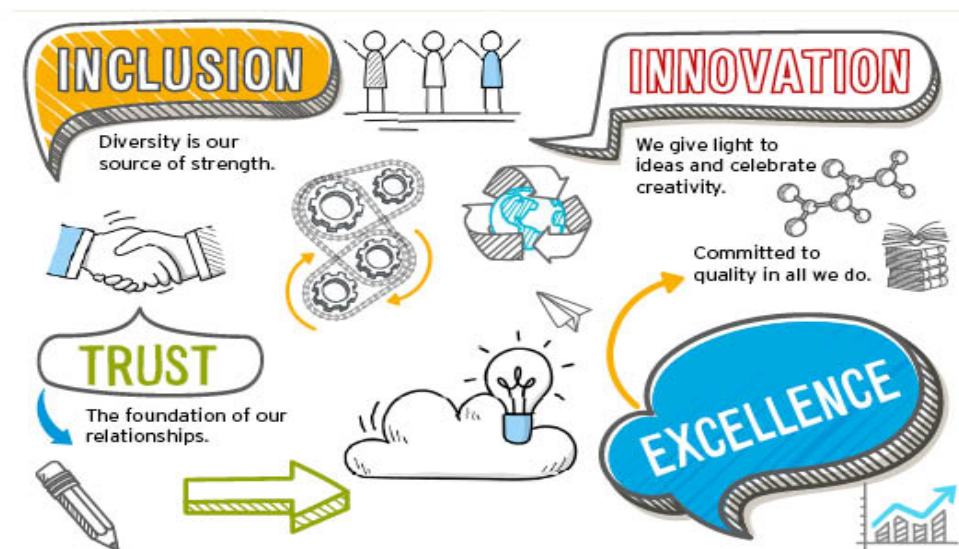
Brief summary of the role

Role title:	Research Support Technician
Grade:	4
Faculty or Directorate:	Institute for Health and Social Care
Service or Department:	Applied Health and Wellbeing; physical activity
Location:	Hybrid – expected 60% of time per week on Campus, will be working in the community in primary schools around Yorkshire.
Reports to:	Senior leadership of the Physical Activity Research Team
Responsible for:	
Work pattern:	Hourly paid

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)

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	• At least three passes in Level 2 qualifications (i.e. GCSE's), to include Maths and English, or equivalent relevant experience.
Desirable	• Relevant Level 3 qualification (aka A-levels or BTEC) in health sciences, sport science, education or a related discipline.

Experience, skills, and knowledge

Essential	• Familiarity with research governance procedure • An ability to work to broad objectives with minimal supervision. • Ability to plan and organise tasks to meet set objectives within deadlines. • Clear written and oral communication skills with the ability to explain information clearly and promote understanding. • Good data management and computing skills including working with Microsoft Office, e-mail and web-based applications. • Accuracy and attention to detail, with the ability to keep accurate records.
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	• Willingness to provide support to other members of the research team. • Responsive and flexible attitude with a customer-focused approach.
Desirable	• Experience supporting research or data collection activities. • Experience working with schools, community organisations or young people. • Experience of setting up or managing equipment used for research or teaching activities.

Personal attributes

Essential	• Ability to manage and respond to conflicting deadlines. • Positivity, flexibility and willingness to learn new skills. • Willingness and motivation to undertake required training and allocated tasks. • Reliability and punctuality to support the effective functioning of the team. • Ability to take direction and respond constructively to feedback. • Ability to work collaboratively with colleagues and develop strong working relationships. • A proactive and professional approach when working with internal and external stakeholders. • A desire to deliver an excellent level of service to research participants, schools and project partners.
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	• Ability to problem solve and adapt to changing circumstances. • Ability to role model the University's commitment to Equality, Diversity and Inclusion. • Encouraging participation and openness. • Encouraging creativity and innovation. • Supporting academic freedom and respecting the right to express diverse points of view. • Providing equal opportunities for all staff and students to achieve their full potential. • Applying the highest ethical standards in all activities.
Desirable	• Ability to forward plan and anticipate support needs within a project. • Interest in public health, physical activity or research involving schools and communities. • Willingness to contribute to outreach or engagement activities where appropriate.

Main purpose of the role

The postholder will provide flexible and proactive technical support to research activities within the Institute for Health and Social Care. Working as part of the wider research and technical support team, the role will assist with the preparation, organisation and delivery of school-based data collection activities associated with an NIHR-funded research project evaluating the Creating Active Schools programme.

This hourly paid role will support data collection taking place within primary schools across Bradford and the wider Yorkshire region between 1 September 2026 and 31 March 2027. The postholder will assist research staff with the preparation and transport of research equipment and materials and support the delivery of field-based data collection activities in schools.

The role will require close working with colleagues within the research team and engagement with participating schools to ensure research activities are delivered safely, efficiently and with minimal disruption to school activities.

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. Provide technical support to research staff involved in the delivery of the NIHR-funded Creating Active Schools project.
2. Assist with the preparation, organisation and transport of research equipment and materials required for school-based data collection.
3. Support the set-up, implementation and clear away of research data collection sessions within primary schools.
4. Assist research staff with the distribution, fitting and collection of accelerometers used to measure children's physical activity.

5. Assist with the collection of basic measurement data (e.g., height, weight and waist measurements) under the direction of research staff and in accordance with established protocols.
6. Support the administration and organisation of research questionnaires and other study materials during school data collection visits.
7. Maintain accurate records of research equipment, inventories and data collection materials.
8. Undertake data entry and data input activities to support the organisation and management of research data, ensuring accuracy and adherence to established procedures.
9. Assist with checking and organising returned research materials and equipment following data collection sessions.
10. Carry out routine checks and basic maintenance of research equipment and report faults or issues where appropriate.
11. Work in accordance with University health and safety procedures and assist with the implementation of safe systems of work during research activities.
12. Ensure research equipment and materials are stored safely and securely in accordance with University policies.
13. Provide support to research participants, schools and partner organisations during research visits to ensure activities run smoothly and professionally.
14. Work collaboratively as part of the wider research and technical support team within the Institute for Health and Social Care.

15. Maintain confidentiality and adhere to University policies relating to data protection, safeguarding and research governance.
16. Maintain and actively pursue continuing professional development.
17. As a University citizen, support key student events throughout the year such as Open Days, Clearing, enrolment and Graduation.