

Role Descriptor

Role Title:	Assistant Psychologist/Research Associate
School/Service:	Health, Education, Policing and Sciences (HEPS)
Normal Workbase:	Stoke-on-Trent and hybrid
Grade:	Grade 5
Role Family:	N/A
Reporting To:	Dr Yvonne Melia, Programme Director, Professional Doctorate in Clinical Psychology
Responsible For:	None

Summary of the Role

The Assistant Psychologist/Research Associate is principally responsible for the co-ordination, project management and evaluation of the DClinPsy mentorship programme for Aspiring Clinical Psychologists from racialised groups. The post is offered following a successful funding application to NHS England for Mentoring Opportunities for Aspiring Clinical Psychologists from Ethnic Minorities. The Staffordshire DClinPsy previously had a joint mentoring programme called the Pathfinders Mentoring programme delivered in collaboration with other West Midlands DClinPsy programmes. This new scheme will be operated independently under the auspices of the Staffordshire DClinPsy. Working in collaboration with the Programme Director and course team the postholder will ensure that the mentoring scheme is appropriately designed, co-ordinated, disseminated and evaluated to determine outcomes and areas for improvement.

Key Accountabilities

1. To co-ordinate and administer the mentoring scheme for Aspiring Clinical Psychologists from racialised backgrounds, which may include recruitment of mentees and mentors, promotion and dissemination of the scheme, signposting mentors to relevant training, reviewing applications from potential mentees, matching applicants to suitable mentors based on stated preferences, creating appropriate forms and records to document project activities as necessary.
2. To manage the delivery of the project and monitor its progress against specified targets, timescales and NHS England funder requirements, troubleshooting as necessary. To provide regular progress reports to key stakeholders.
3. To develop surveys to be sent to mentors and mentees for evaluation of the project and review
4. To record and evaluate the outputs and outcomes of the mentoring scheme, using qualitative, quantitative and mixed methods approaches.
5. To undertake literature searches and stay abreast of emerging literature related to the role

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

6. To support with ethics applications for evaluations and research relating to the project
7. To support, where applicable with wider DClinPsy EDI developments and evaluations and dissemination of this work, as appropriate
8. To represent University of Staffordshire at regional and national EDI initiative related meetings, such as the DClinPsy and MPFT (NHS) EDI Committees, and other official meetings related to the implementation of the project and to network with other DClinPsy programmes around EDI initiatives such as mentoring schemes.
9. To meet periodically with mentors to review processes.
10. To undertake any appropriate professional development and mandatory training activities as identified or required

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- An undergraduate psychology degree or an undergraduate degree in an alternative subject with subsequent completion of a psychology conversion degree, conferring GBC status at 2.1 or above.

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Competence in use of MS Word, Excel, Forms, Teams, and SPSS
- Some experience in data analysis and interpretation using quantitative and qualitative methods
- Sound written and verbal communication skills
- Strong organizational and time management skills
- Commitment and motivation to support equity, diversity and inclusion in the clinical psychology profession

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

Variation to Role Profile

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.