Job Description: Research Assistant

Faculty:	Swansea University Medical School
Department/Subject:	Medical School
Salary:	Grade 07 £34,132 to £38,249 per annum together with USS pension benefits
Hours of work:	35 hours per week
Number of positions:	1
Contract:	This is a fixed term position until December 2026
Location:	This position will be based at the Singleton Campus

Main Duties	1. Contribute to research projects within the DPUK data portal team, including: ● Contributing to team planning and management ● Research design ● Data preparation ● Statistical analysis ● Writing results for publication 2. Contribute to DPUK support activities, including provisioning data to projects, reviewing project outputs, responding to researcher queries about DPUK, and helping researchers develop project ideas. 3. Work with the DPUK team to develop and test various LLM methods utilising data and metadata within the data portal and compare methods and explore opportunities/challenges in different approaches. 4. Assist with the development of a user interface for users to query across DPUK data/metadata and work on PII detection projects. 5. Contribute to the development of new software tools and methods for working with data.
General Duties	1. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas and present results. 2. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. 3. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 4. Interact positively and professionally with other collaborators and partners within the Faculty and elsewhere in the University and beyond as appropriate such as in industry/commerce, public organisations, hospitals and academia. 5. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. 6. Keep informed of developments in the field in technical, specific and general terms and their wider implication for the discipline area, commercial applications and the knowledge economy. 7. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 8. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly with regard to probation, PDR and participation in training events. 9. Maintain and enhance links with the professional institutions and other related bodies. 10. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work. 11. To fully engage with the Unversity's Performance Enabling and Welsh Language Policies. 12. To promote equality and diversity in working practices and maintain positive working relationships. 13. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity.

	14. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy. 15. Any other duties as agreed by the Faculty / Directorate / Service Area.
Person Specification	**Essential criteria:** 1. A Degree or equivalent experience in a relevant field. 2. Evidence of the ability to actively engage in and contribute to writing and publishing research papers, particularly for refereed journals. 3. A demonstrable ability to conduct research in line with the objectives of the project. 4. Evidence of planning skills to contribute to the research project. 5. Basic experience of writing code or contributing to the development of software in a high-level programming language. 6. Basic experience of working with large datasets. 7. A commitment to continuous professional development 8. Excellent knowledge of Large Language Models 9. A commitment to continuous professional development **Desirable Criteria** 10. Experience with working according to software development methodologies, particularly agile methodologies. 11. Some familiarity with epidemiological research and statistical analysis 12. Experience programming in SQL, R, and/or Python. 13. Experience of developing Large Language Model methods
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Emma Squires – emma@chi.swan.ac.uk