Job Description – Psychology Technical Lead (Teaching & Research) School of Psychology & Counselling

About the role
We are seeking to appoint an enthusiastic and motivated individual to join our Psychology Technical Lead team (Teaching and Research) who will work with the teaching teams in the School of Psychology and Counselling. The role will particularly suit a candidate with a keen interest in supporting quantitative and qualitative undergraduate research projects. The successful candidate will use their psychology graduate research skills and knowledge to provide support to staff and students in research methods teaching and learning. This will include providing technical support for students undertaking independent research projects required for the British Psychological Society core curriculum. The post holder will oversee the organisation of software support for research projects, monitor and maintain the provision of teaching activities, and oversee the online participant pool for student research projects amongst other activities. The successful candidate will also have the opportunity to contribute to the development of online teaching materials for research methods and work with academic staff on their research projects. Relevant training and professional development opportunities will be made available. The post holder will act as a source of technical assistance and expertise for students undertaking practical research as part of BPS accredited Psychology qualifications as well as support the wider research activity of staff in the school.

Key responsibilities
1. To provide guidance and training in the use of specialist software such as SPSS, Open Sesame, Qualtrics, Gorilla, NVivo, and SONA systems for participant recruitment.
2. To oversee the administration of Qualtrics accounts for staff and students (primarily final year students) using Qualtrics software, in line with the terms of the FASS Qualtrics licence and GDPR.
3. To oversee the organisation and administration of an online Participant Pool designed to increase the exposure of students to research methods in practice.
4. To assist with the development of standards and procedures for conducting research with students.
5. To work with module forum moderators to identify training needs for research project completion.
6. To respond to student queries on psychology forums when appropriate.
7. To manage the online Methods Lab, a major new resource, housed on the qualification website and designed to support student retention, progression and success, and enhance the student experience by:
   a. Overseeing a qualification site forum on Methods Lab resources for research methods.
   b. Referring students as necessary to existing resources or tutor/project supervisors where appropriate.
   c. Identifying and developing technical support resources for inclusion in module forums and on the Methods Lab.
8. To assist academic staff with the preparation of materials for research methods teaching and student research project completion.
9. To contribute to the qualification site social media project.
10. To support academics in research with participants as part of research or teaching within the school.
11. To support school staff in external engagement activities.
12. To support school staff in the development of AV and other materials for research, public engagement and teaching.
Skills and experience

Education, Qualifications and training
- A minimum 2.1 undergraduate degree in Psychology with Graduate Basis for Chartership of the British Psychological Society. (Essential)
- An appropriate Masters degree or postgraduate experience in psychological research methods. (Desirable)

Knowledge, work and other relevant experience
- Demonstrable understanding of psychological research methods at undergraduate level using both quantitative approaches, particularly experiment and surveys, and qualitative approaches. (Essential)
- Competence in the use of SPSS statistical software. (Essential)
- Well-developed general computing and IT skills. (Essential)
- Ability and willingness to work collaboratively. (Essential)
- Experience of NVivo data analysis software, or similar. (Desirable)
- Experience of survey software such as Qualtrics or similar. (Desirable)
- Experience of experiment software such as Gorilla or similar. (Desirable)
- Experience of participant recruitment systems such as SONA. (Desirable)
- Experience of online studying or working. (Desirable)
- Experience guiding and advising undergraduate students. (Desirable)

Personal abilities and qualities
- Flexibility, resilience and ability to be a team player, but also capable of taking responsibility for team leadership and for working independently. (Essential)
- Excellent verbal, written and electronic communication skills, including the ability to communicate effectively with academics, students and other technical staff. (Essential)
- Ability to work to tight deadlines. (Essential)
- Ability to coordinate, capture and interpret different types of information and activity. (Essential)
- Ability to resolve problems that might arise in the course of the role. (Essential)
- Interest in collaborating with colleagues undertaking scholarship research in online pedagogy. (Desirable)

Additional requirements/Special circumstances
- A commitment to excellence in supporting student study, and staff teaching, in an online and distance environment. (Essential)
- Willingness to work occasional evenings and weekends. (Desirable)