**Job Profile**

Job Title: Science Associate Assistant

Directorate: Operations

Reports To: Breeding Welfare & Veterinary Programme Lead

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: 10/04/2024

## Overall Role Purpose

The Science Associate Assistant helps people with sight loss to live the life they choose by assisting with the development, execution and reporting of science activities. Our scientific research focuses on canine behaviour, reproduction, health and wellbeing.

The Science Associate Assistant is part of a small, busy science team with a high and variable workload and supports the Science Associates with data collection, data entry and project administration tasks. Depending on specific project needs, the post may involve some work with our customers and external organisations that are carrying out approved scientific research activities on behalf of Guide Dogs.

## Key Responsibilities

* To accurately enter quantitative or qualitative data received in electronic or hard copy form as the project design requires.
* To collate and manage large datasets using Guide Dogs’ existing electronic records.
* To provide support with project coordination and management, data collection, chasing missing data and acting as a point of contact for internal and external researchers and stakeholders.
* To assist with behavioural data collection and be practically involved in science projects including collection and preparation of samples in the field and in the laboratory, liaising with internal staff, volunteers and external researchers as required.
* To use judgement skills and initiative to problem solve as required during any phase of a scientific research project should issues arise to ensure delivery of the project or to communicate with the team and management regarding the future of the project.
* To assist with scientific research by conducting literature and database searches.
* To identify and recruit participants to scientific research projects, arrange appointments, conduct telephone interviews and assist with focus groups.
* To assist with preparation of manuscripts for external scientific publication.
* To provide administrative assistance to the Science Associates. Including preparation of letters and emails, preparing newsletters and updates on science activities, proof reading reports and manuscripts and coordinating meetings with internal and external researchers and academics (involves preparing agendas, organising online and in person meetings and taking minutes).
* To assist with preparation and delivery of communications relating to the science programme internally and externally.

## Breadth/Scope of Accountability

### People Accountability

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

### Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

**Application of this Job Profile**

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

* Comply with all organisational policies
* Promote the vision and values of the organisation
* Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

**Working at Guide Dogs**

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs. Staff and volunteers in all our locations support this work. Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

**Person Specification**

## Education/Qualifications

#### Essential

* Degree or equivalent, preferably in a science related subject.

## Job-Related Experience

#### Essential

* Experience of successfully managing elements of scientific research projects.
* Experience of collecting data for research projects.
* Experience of interpreting data, communicating scientific research results to a variety of audiences and drawing actionable insights from scientific research data.

#### Desirable

* Experience of working in similar role.
* Experience of working with or handling animals.
* Experience of working in an applied research role.
* Experience of conducting interviews or focus groups.
* Experience of working in a multidisciplinary team.

## Knowledge

#### Essential

* Knowledge of relevant scientific research methodologies and practices and ethics.

#### Desirable

* Knowledge of Guide Dogs’ production processes.
* Knowledge of [human] psychological theories and concepts, including cognitive, behavioural, developmental, and social.

## Skills and Competencies

#### Essential

* Proven written and spoken communication skills, particularly with regard to communication of scientific research results to people with less technical expertise.
* Excellent interpersonal skills.
* Able to work effectively and flexibly under pressure.
* Experience of data entry (qualitative and quantitative data)
* Experience of administrative tasks.
* Proficient in Microsoft Excel, Word and PowerPoint.
* Proven ability to manage aspects of a number of projects at once.
* Excellent organisational skills and ability to plan workload.
* Proven ability to thrive in a fast-paced and busy working environment.
* Able to undertake the physical demands of the role – walking, bending, reaching, carrying puppies etc.

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone – the people we support, donors, partners, our volunteers and staff – to have while working with us. Guide Dogs people are:

* **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they’ve come from and where they’re going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
* **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
* **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

* **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners – and our dogs, of course – to deliver great outcomes. We support and develop each other.
* **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
* **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

## Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we’ll also be assessing ‘safeguarding competencies’ as part of the process. These are:

* Appropriate motivation to work with vulnerable groups;
* Emotional awareness;
* Working within professional boundaries and self-awareness; and
* Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

## Mobility

Office Based at the Guide Dogs National Centre (Coventry). Occasional travel and overnight stays for meetings and when visiting other Guide Dogs locations.

**Job Group (internal use only)**

This role has been evaluated as a Support Provider, please [follow this link](https://guidedogs.sharepoint.com/%3Aw%3A/g/Eekm-hoJMeVJm56OXhJwVdIBfYfn-ntTFX815dzK-eX_Rw?e=22x3mT) to view the salary band.