

## Research Assistant – Studies of World War II Veterans

### Job Description

1. **Job title:** Research Assistant Fixed Term Contract for 30 months
2. **Hours:** 0.2 FTE (7.5 hours per week)
3. **Salary:** Grade 6.3 £7,523 pro rata (£37,615.50 FTE) inclusive of Oxford University Weighting
4. **Reports to:** Prof Gabriele De Luca and Prof Edward de Haan
5. **Direct reports:** Gabriele De Luca, Edward de Haan, Jonathan Attwood, Matthew Chipping
6. **Job summary:**

The research assistant will look retrospectively at the data of head injured patients in the Archive of St Hugh's College, the post-mortem material of a subset of these patients at the John Radcliffe Hospital and link these data to data stored at NHS digital on these patients.

#### Archive (St Hugh's)

- Digitising data from head-injured patients from the WWII Head Injury Archive at St Hugh's College, Oxford
- Collecting data from NHS digital on these patients
- Linking different data sets (case records and neuropathology) and carry out statistical analyses.

7. **Key relationships:** Nuffield Department of Clinical Neurosciences

8. **Background:**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The Nuffield Department of Clinical Neurosciences (NDCN), led by Prof Kevin Talbot, has over 400 staff and 150 postgraduate students. NDCN has an established research and teaching portfolio with a national and international reputation for excellence. NDCN is based in high quality research and clinical facilities in the West Wing of the John Radcliffe Hospital, alongside the Department's world-class Wellcome Centre for Integrative Neuroimaging (WIN) and the Weatherall Institute of Molecular Medicine (which houses 3 of our research groups), and provides the ideal facilities to translate research from bench to bedside. In keeping with the award of NIHR Comprehensive Biomedical Research Centre status, to a partnership between Oxford University and the Oxford Radcliffe Hospitals NHS Trust, we have developed a highly integrated and interdisciplinary environment in which research, teaching, clinical training and clinical care interact. This enables us to establish new approaches to the understanding, diagnosis and treatment of brain diseases. To this end the Department fosters collaborations worldwide and warmly welcomes visiting scientists, clinical fellows and students.

For more information visit: [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk) and [www.ndcn.ox.ac.uk](http://www.ndcn.ox.ac.uk).

## 9. Main Responsibilities

- To assist with the collection, preparation, and characterisation of archival material (both case notes and human post-mortem) for detailed epidemiological and neuropathological analyses, including advanced electronic linkage from big data repositories and molecular biology techniques (e.g. light microscopy, confocal microscopy, mass spectrometry);
- To provide in-depth expertise and support for neurological and neuropsychological interpretation of complex data;
- To link different source material and carry out detailed statistical analyses;
- To respond to line managers at both St Hugh's and the Nuffield Department of Clinical Neurosciences on aligned projects involving archival material.

## 10. Selection criteria

### *Essential*

- Educated to postgraduate Master's Level in a relevant scientific field;
- Experience with archival material (case records from different sources and neuropathology specimens);
- Extensive knowledge of traumatic brain injury;
- Responsible nature with clear evidence demonstrating a methodical and careful approach to working independently in both case note and neuropathology settings;
- Ability to communicate results clearly and effectively and to discuss scientific ideas within diverse work environments;
- Active interest in undertaking and supporting historical and modern scientific research;
- The ability to work on several projects in parallel;
- Excellent record keeping and precision driven work approach;
- Evidenced ability to work in a team of neuropsychologists, neurologists, and neuropathologists.

### *Desirable*

- Experience in data collection for case note and neuropathology studies;
- Experience in working in multidisciplinary and diverse work environments (e.g. humanities, medical sciences, industry);

- Knowledge of biocomputational programming languages (R, Linux, python, etc) and statistical analysis.

## 11. Benefits & other information

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS) / Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed) (N.B. pro-rata for this 0.2 FTE post, the total number of annual leave days is 6)
- Meals: provision of three meals per week free of charge while working when the kitchens are open and tea and coffee.
- Health & Wellbeing:
  - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
  - Free annual flu jab.
  - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

## 12. How to Apply:

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to [recruitment@st-hughs.ox.ac.uk](mailto:recruitment@st-hughs.ox.ac.uk). References will be taken up for the successful candidate only.

- **Closing date:** 22 August 2025
- **Interviews:** 1 September 2025