

UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE	Research Assistant		
DEPARTMENT / COLLEGE	International Centre for Guidance Studies (iCeGS), College of Arts, Humanities and Education.		
LOCATION	Kedleston Road, Derby, DE22 1GB		
JOB NUMBER	0628-19	SALARY	£18,342 - £24,461 per annum
REPORTS TO	Senior Researcher		

Role Summary

Assist individual research leaders or teams on a particular project(s) and be involved in generating or collecting data using standard methods, analysing and disseminating data as appropriate. Provide some input into other research activities such as funding bids, editorial assistance or organisation of research events.

Principal Accountabilities

1. Under the guidance of the Senior Research/Researcher, carry out research activity that contributes to a particular project(s).
2. Analyse, interpret and evaluate research data and present conclusions on the data to those involved with the research project(s).
3. Contribute to the dissemination of the research project(s) in the appropriate format (such as a report, papers, book chapters, journals).
4. Update knowledge and understanding in own and other relevant disciplines.
5. Provide support as necessary with other staff for the supervision of undergraduate or postgraduate students and projects, which may involve demonstration or limited teaching.
6. Undertake appropriate training and staff development.

Other

1. Provide guidance as required to other colleagues working on related research project(s).
2. Develop internal and external contacts with other academic staff to begin to form collaborative

relationships and assist with their research project(s).

3. Understand own development needs and, with appropriate input, formulate a personal development plan.
4. Observe and implement University policies and procedures.

Person Specification

Essential Criteria

• Qualifications

- Good degree (or equivalent) in a relevant discipline

• Experience

- Experience of writing comprehensive reports / papers / publications
- Experience of research project delivery

• Skills, knowledge and abilities

- Excellent knowledge of appropriate research methods including producing literature reviews
- Ability to collect, analyse and synthesise research data and information
- Ability to communicate complex information clearly both in writing and presentations, demonstrating attention to detail
- Ability to work collaboratively with colleagues
- Ability to use initiative and creativity to solve problems in a research context
- Self-motivated and able to work independently and as part of a team
- Innovative and creative

• Business requirements

- Demonstrate competences, core behaviours and supplementary behaviours that support and promote the University's core value
- Flexible to the needs of others
- Committed to ensuring a high quality student experience
- Committed to a high-performance culture, fostering continuous improvement and driving quality
- Able to take a flexible approach to work

- Travel between sites and occasionally overseas for work
- Some evening and occasional weekend work

Desirable Criteria

• Qualifications

- A postgraduate qualification such as a Masters or PhD

• Experience

- Experience of project management
- Evidence of an emerging track record of publications in a relevant field
- Experience of presenting research results to various audiences

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>