

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Research Assistant in Careers and Employability

## **College**

Arts, Humanities and Education

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0187-22

## **Salary**

£18,852 to £24,871 per annum

## **Reports To**

Head of iCeGS

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Assist individual research leaders or teams on a particular project 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 Principal Investigator, 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 limited teaching.
6. Undertake appropriate training and staff development.
7. Provide guidance as required to other colleagues working on related research project(s).
8. Assist and help informally students working in the same research discipline.
9. Develop internal and external contacts with other academic staff to begin to form collaborative relationships and assist with their research project(s).
10. Understand own development needs and, with appropriate input, formulate a personal development plan.
11. Observe and implement University policies and procedures.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Postgraduate degree in social sciences, education or a relevant discipline

#### **Experience**

* Experience of writing comprehensive reports / papers / publications
* Experience of project delivery

#### **Skills, knowledge and abilities**

* Excellent knowledge of appropriate research methods
* Ability to collect, analyse and synthesise research data and information
* Ability to communicate complex information clearly both in writing and presentations
* 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 doctoral qualification PhD or EdD

#### **Experience**

* Experience of project management
* Evidence of an emerging track record of publications in a relevant field
* Experience of presenting research results to various audience
* Experience of working in a research centre

# **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.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)