

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Research Assistant in Careers and Employability

## **College**

College of Arts, Humanities and Education

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0489-24

## **Salary**

£23,581 to £28,081 per annum

## **Reports To**

Senior Researcher

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Assist individual research leaders or teams on particular projects and be involved in generating or collecting data using standard methods, analysing and disseminating data as appropriate. Provide input into other research activities such as funding bids, editorial assistance or organisation of research events. This post will have a project administration role in supporting the Critical Perspectives on Career and Career Guidance project funded by the COST (European Cooperation in Science and Technology).

## **Principal Accountabilities**

1. Under the guidance of the Principal Investigator, carry out research activity that contributes to particular projects.
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.
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**

* Relevant undergraduate degree in social sciences, education or a related discipline

#### **Experience**

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

#### **Skills, knowledge & abilities**

* Excellent knowledge of appropriate research methods, tools and technology
* 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 master’s 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 scientific research results to various audience
* Experience of working in a research environment

# **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 [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

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. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.