



Centre for Communities and Social Justice

Job Description and Person Specification

1. Job Information

Post Title: **Research Assistant**
Grade: **6**
Salary Range: **£24,780 - £33,249 per annum**
Mode: **Full time fixed contract for 24 months**
Ref No: **REQ002888**

Job Purpose

This full time fixed term post (24 months) will be located in the Centre for Communities and Social Justice. The RA will collaborate with Gender Friendly Index and YouGov to analyse and produce reports on a large data set collected by YouGov on attitudes and behaviours that impede gender mobility in the workplace in the UK. The RA must have excellent skills in data handling and analysis, in particular the use of SPSS as well as a strong interest in gender issues in the workplace. The RA will produce reports, both academic and policy related as part of the collaborative team working on this innovative project. The RA will work under supervision.

Duties and Responsibilities

1. Undertake guided research including:
 - undertake data mining and statistical analysis of large data sets
 - designing and conducting literature and database searches and preparing reviews of findings
 - analysis and evaluation of relevant policy areas
 - presentation and dissemination of complex information
 - maintaining data quality assurance procedures
 - transcription, analysis, evaluation and reporting of qualitative/quantitative data
 - undertaking data coding
2. Plan own day-to-day research activity, co-ordinate own work with that of others and contribute to the planning of research projects.
3. Contribute to the communication of output of research activity. This is likely to include
 - producing statistical and other analyses, reports and publications
 - preparing and contributing to presentations
 - preparing papers for steering groups and other bodies
 - preparing papers and posters for peer reviewed submission
 - preparing material for seminars and conferences
4. Participate as a member of a team.
5. Develop internal and external contacts to further knowledge and understanding and form relationships for future collaboration
6. Contribute to the development of project proposals and bids for funding

7. Assist in the supervision of student projects and provide guidance on the use of research methods and equipment, including contribution to introductory courses.
8. Engage in CPD through actively seeking and participating in appropriate training and development activities
9. The successful candidate will manage and develop research materials, providing clear material that is informed by robust research and statistical analysis. With first-class communication skills, this role will require an ability to present complex information clearly, and move seamlessly between academia, policy makers and commercial organisations. This will include a high-level grasp of technological know-how, ranging from data storage and data mining to dissemination of research through reports and social media. The ideal candidate will have a genuine passion for gender mobility and a proven track-record of evidence-based research that wins credibility with industry and wider stakeholders. An ability to think clearly, analyse and interpret complex information and relationships will be just as important as an ability to operate effectively at the interface of applied research, economy and policy.

PERSON SPECIFICATION - RESEARCH ASSISTANT

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	<ul style="list-style-type: none"> • Good degree (1st class or 2.1) in an appropriate subject such as Statistics. • Or relevant discipline or professional experience equivalent to an honours degree 	<ul style="list-style-type: none"> • Masters qualification in an appropriate subject such as Statistics or Economics and Statistics.
<i>Experience (Paid and Unpaid)</i>	<ul style="list-style-type: none"> • Sound knowledge of research methods relevant to post-graduate level. 	<ul style="list-style-type: none"> • Experience of working as a Research Assistant in a policy/academic or business environment.
<i>Research/Publications Special Interests</i>	<ul style="list-style-type: none"> • Desire to publish conference or journal papers related to research such as Employment, Social Policy, Labour Economics, Gender Employment Mobility. • Up to date knowledge and understanding of relevant discipline 	<ul style="list-style-type: none"> • Experience of giving conference papers or publishing research papers.
<i>Job-related skills/ Aptitudes</i>	<ul style="list-style-type: none"> • Excellent communicator, organised approach to work, confident in working independently and as part of a team. • Self-motivated and able to take initiative and to work both unsupervised and to close direction. 	<ul style="list-style-type: none"> • Flexible approach to work.
<i>Interpersonal Skills</i>	<ul style="list-style-type: none"> • Excellent communication skills will be essential, in terms of verbal, visual and written communication. • Must be a team player and able to work towards a common research goal 	
<i>Other Requirements</i>	<ul style="list-style-type: none"> • May be required to work outside of normal 8.30am to 5:00pm hours including weekends, on occasion. • Willingness to travel to other organisations for meetings and collaborative working. 	