

JOB DESCRIPTION

Job Title: Research Assistant

Grade: SG5

Department: FEHHS Human Sciences Portfolio: Psychology & Counselling

Responsible to: Associate Professor in Psychology

Responsible for: N/A

Key Contacts: Associate Professor in Psychology, Research team

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

- To provide support for the funded projects 'Righting Recidivism' and 'Stigmatised Groups' in the School of Human Sciences concerning the management of datasets, gathering of data, supporting event organisation, and reports for research on (a) people in UK prisons, and (b) psychedelic drug use.
- To carry out and support other research in the areas of cognitive anthropology and psychology, particularly with regard to prison behaviour and related project areas.

KEY ACCOUNTABILITIES

Team Specific:

- To use software tools to assist in the creation, editing, and recruitment of
- participants for online surveys (i.e., Prolific and Qualtrics)
- Conduct research by inputting and cleaning data, as well as conducting
- basic analyses and reports
- Continue to update knowledge and develop skills
- To develop a good knowledge of the research topic/project
- To assist the team/lead Researcher with managing the dataset
- To liaise with and collect data as required from project partners
- To work under the supervision of the Lead Researcher and Postdoctoral Research Assistants

- Communicate orally and electronically with partners in and outside the University
- To carry out other duties as specified by the Lead Researcher/Faculty/Department, or other designated supervisory staff

Generic:

- Ability to work to deadlines
- Ability to work on own initiative without constant supervision
- Ability to work accurately under pressure

Managing Self:

- Plan own day-to-day research activity within the framework of the agreed project
- Co-ordinate own work with that of others to avoid conflict or duplication of effort
- To work in a flexible manner, ensuring research outcomes are met
- Ability to work on own initiative, but to ask when needing support
- To work with others as part of a research team
- To contribute to the motivation of the team
- Attend and contribute to relevant meetings
- Liaise with research colleagues and support staff on routine matters
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration
- Show consideration to others
- Work with colleagues to ensure that the working environment is conducive and fit for purpose

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Education, Health and Human Sciences delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Documentation provided by deadlines
- Project outputs delivered
- Research activity coordinated and managed
- Financial information (including timesheets) provided to deadlines
- Meetings arranged (including housekeeping and room bookings) and minuted
- Research operationalised

KEY RELATIONSHIPS (Internal & External):**Internal**

- Report to Associate in Psychology
- Head of Department
- Other members of the Research Team include Research Fellows, Research Assistants, Student Research Workers
- Members of the university from other departments, such as finance and HR

External

- Other organisations involved in the research project, including but not limited to staff at charities, other universities, local authorities, Her Majesty's Prison and Probation Service, and private organisations in the UK.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of writing reports
- Experience of conducting research

Desirable Criteria

- Experience of statistical software
- Experience of organising events

SKILLS:

Essential Criteria

- Expertise in using Qualtrics and/or Prolific
- Excellent research skills
- Excellent interpersonal skills
- Ability to communicate clearly, both orally and in writing
- Interest in work on the criminal justice system and/or psychedelics
- Ability to show appropriate initiative
- Flexibility in organising work
- Good timekeeping and planning
- Sensitivity and discretion in dealing with project partners
- Willingness and ability to travel between sites

Desirable Criteria

- N/A

QUALIFICATIONS:

Essential Criteria

- Have or are completing a masters degree in psychology or a related discipline with a quantitative component.

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A