

University of Greenwich

JOB DESCRIPTION

Job Title:	HEIF Research Assistant	Grade:	SP7
Department:	Across FEH	Date of Job Evaluation:	
Role reports to:	HEIF Research Fellow		
Direct Reports	HEIF Research Fellow		
Indirect Reports:	Director of Research and Enterprise; Project Lead		
Other Key contacts:	Business Development Manager		
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:

The purpose of the role is to support research and enterprise activities across the faculty of education and health. This will include liaising and assisting research and academic staff with various research and enterprise activities such as: transcribing, collecting data, data entry, data coding, analysing data, developing questionnaire, interviewing, literature searching, writing literature summaries, and other research related and/or administrative tasks. Tasks depend on project requirement.

The post will require strong communication and interpersonal skills, excellent organizational and time-management skills, and the ability to work efficiently and flexibly, both as independently and as a part of a team. Regular communication with project lead and line manager will be expected.

Ideal candidates have experience and interest in working in a health and/or education research setting, but this is not required. Working hours for the post are flexible and depend on demand from staff and post holder's availability. Work may be carried out from home or from dedicated location specified by line manager or project lead. Successful candidates will need to complete a DBS check.

KEY ACCOUNTABILITIES:

Team Specific:

- Attend and contribute to meetings relevant to assigned project
- Communicate efficiently with project lead and line manager
- Carry out tasks as specified by project lead and/or line manager
- Seek assistance from line manager for any concerns
- Travel according to project requirement

Generic:

- Liaise with research and academic staff as required
- Carry out administrative duties associated with post

Managing Self:

- Work independently and according to instruction to complete tasks
- Balance work load with academic requirements
- Complete tasks in a timely manner
- Accept projects that are suitable in terms of time and competence

Core Requirements

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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

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Additional Requirements:

- Up-to-date DBS check

KEY PERFORMANCE INDICATORS:

- Completing agreed project tasks in a timely and efficient manner, to the highest standard possible.

KEY RELATIONSHIPS (Internal & External):

Post holder will work closely with the line manager and project leads, but may also work alongside University partners and collaborators.

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> • Working in a team and independently following instruction • Carrying out health and/or education research • Managing time and balancing workload • Working with Microsoft Office software Skills <ul style="list-style-type: none"> • Excellent communication skills, both spoken and written • Communicate efficiently with different audiences • Understanding of research methods commonly applied in health and education • IT competency including use of Microsoft Office • Ability to act in a reliable, dependable, approachable and professional manner • Problem solving Qualifications <ul style="list-style-type: none"> • Currently enrolled at the University of Greenwich on a Bachelor or Master degree course in the faculty of education and health 	Experience <ul style="list-style-type: none"> • Working with statistical packages SPSS and NVivo • Prior experience collecting data from human participants • Prior data processing experience: <ul style="list-style-type: none"> ○ Processing ○ Coding ○ Entering ○ Summarising ○ Analysing • Writing for scientific publication Skills <ul style="list-style-type: none"> • Quantitative and qualitative data analysis using SPSS and NVivo • Academic and scientific writing • Interviewing different audiences Qualifications

Signature(s):

Monica Bernstein

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