

University of Greenwich

JOB DESCRIPTION

Job Title:	Research Fellow	Grade:	AC1 Part-time 0.5 FTE
Department:	SMS - FBUS	Date of Job Evaluation:	
Role reports to:			
Direct Reports:	Senior Lecturer in Transport and Business Logistics		
Indirect Reports:	HoD SMS and Director of Connected Cities research group		
Other Key contacts:	UoG Finance Office, COST Association and COST partners		
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 assist the WISE-ACT Chair in meeting the COST Action objectives including relevant research, offering input for publications, providing day to day support in administrative matters, completing annual budgets based on applicable regulations and assisting in the organisation of Action events.

The Research Assistant would undertake the following activities:

- Take a lead in organising, conducting and analysing interviews with stakeholders in the AV sector
- Take a lead in the collection and archiving of Action resources e.g. interviews, reports
- Coordinate transcription
- Contribute to thematic analysis of data leading to input for publications
- Provide day to day support for administrative matters to the Action Chair
- Compile annual budget reports and provide relevant support to the Finance Team
- Co-ordinate the organisation of Action events in the UK and abroad

KEY ACCOUNTABILITIES:

The position will be based in the Connected Cities Research Group supervised by Dr Nikolas Thomopoulos.

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Team Specific:

- To conduct research relating to the WISE-ACT Cost Action
- To contribute in analysing data
- To contribute in financial reporting for this Action
- To contribute in organising Action events

Generic:

- Work cooperatively with team members at the University and abroad
- Organise and conduct interviews with AV stakeholders
- Locate sources and conduct documentary research
- Provide social media input and keep an oversight of the Action's website
- Work to deadlines and project schedules
- Where necessary, attend Action meetings and keep minutes of decisions taken

Managing Self

- Maintain a proactive approach
- Manage all Action data according to the University's and GDPR regulations
- Manage own time and work tasks within the framework of the Action

Core Requirements

- Adhere to and promote the University's Equality and Diversity policies and information security
- 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

Additional Requirements:

Liaise in a professional manner with all Action participants to promote the University's brand and values

KEY PERFORMANCE INDICATORS:

- Meet all University and COST Association deadlines
- Conduct interviews and data collection according to the agreed time schedule
- Maintain the Action's social media and website presence regularly
- Provide input and support the Action Chair in producing outputs for publication

KEY RELATIONSHIPS (Internal & External):

Line manager
COST Association
Action participants

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PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Evidence of academic interest in autonomous vehicles • Experience of conducting stakeholder interviews • Evidence of own scholarly activity • Experience of data collection and management • Experience of working in a team • Experience of writing for publication <p>Skills</p> <ul style="list-style-type: none"> • Evidence of flexibility and teamwork • Ability to work with minimum supervision • Well-developed interpersonal and listening skills • Technical competency with regard to digital recording and transcription • Attention to detail and organisational skills to assist in co-ordinating research projects <p>Qualifications Masters degree in social science or related disciplines</p>	<p>Experience</p> <ul style="list-style-type: none"> • Experience of interviewing autonomous vehicle stakeholders • Experience in liaising with large corporations and senior officials • Evidence of having completed relevant research • Having contributed or contributing in publication outputs • Evidence of producing high quality graphic designs for publication outputs <p>Skills</p> <ul style="list-style-type: none"> • Being able to speak at least one more European language aside English • Ability to analyse qualitative data and familiarity with software such as NVIVO • Ability to maintain social media and web presence of the Action <p>Qualifications Language qualifications</p>