

JOB DESCRIPTION

Job Title:	Research Assistant	Grade:	AC1 (fixed term to end 31 July 2019)
Department/School:	Faculty of Education and Health	Date of Job Evaluation:	
Role reports to:	Director of Research & Enterprise		
Direct Reports	Faculty Research Group/UoA leads		
Indirect Reports: Other Key contacts:	<ul style="list-style-type: none"> • Faculty Pro Vice Chancellor • Enterprise Development Manager and Research Development Officer • Heads of Department • Staff in the Faculty of Education and Health 		
<p>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.</p>			

PURPOSE OF ROLE:

To main purpose of the role is to support and conduct high quality research and enterprise in the development and implementation of the new Faculty Institute of Lifecourse Development. The person appointed will be expected to:

- Engage in research and enterprise in the Faculty and in so doing contribute to the research profile of the Faculty and to the REF submission of relevant research areas
- To support research group and UoA capacity building
- To manage events and other activities related to the role
- Contribute to the delivery of some high quality, innovative and effective education and training in the specialist areas of research and enterprise
- Contribute to the effective operation of the Faculty Research and Enterprise and any associated facilities.

KEY ACCOUNTABILITIES:**Team Specific:**

- Engage in subject specific research leading to the publication and/or dissemination of original work
- Contribute (under the guidance of an experienced lecturer) to the delivery of some high quality, innovative and effective education and training in specialist areas of research and enterprise,
- Supervise undergraduate and masters research projects if requested.
- Proactive contribution to research team/department/school plans, activities and efficient working practices
- Promote and represent your discipline and the work of the University internally and externally.
- Contribute to the continuous improvement of the student experience
- Effective cross working with Professional Services to support students
- Support relationship management and engagement with key national or regional public/cultural sectors/business, industry/professional bodies in relation to enterprise
- Contribute to the general academic administrative work of the Department/School and Faculty

Generic:

- Assist the Faculty Research teams in achieving the Department/School's KPIs
- Contribute to department/school plans, activities and efficient working practices
- Demonstrate a commitment to equality, diversity and inclusion through engagement with University initiatives
- Promote and represent the work of the University internally and externally, and take a proactive approach to ethical, good practice
- Participate within Faculty activities

Managing Self

- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and creates a positive environment for work and study
- Be familiar with key literature and be able to identify literature in areas that are less familiar
- Work independently to achieve deadlines
- Regularly communicate progress to identified parties

Core Requirements

- Adhere to and promote the University's policies on Equality and Diversity 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:

Any other duties commensurate with the post and grade as agreed with the Head of Department/School and the PVC of the Faculty.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of Department/School as part of the post-holder's annual Appraisal and Professional Development Review

KEY RELATIONSHIPS (Internal & External):

- Faculty Director of Research and Enterprise
- Faculty Enterprise Development Manager and Research Development Officer
- Heads of Department
- Staff in the Faculty of Education and Health

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Subject specific research experience. • Awareness of external funding for research. • Specialist knowledge in the discipline to support the research area and to deliver some specialist teaching or training programmes. • Evidence of writing for publication in high quality journals • Demonstrable experience of supporting coordinating and managing research • Demonstrable experience in research methods and data analysis <p>Skills</p> <ul style="list-style-type: none"> • Specialist research skills appropriate to the appointment. • Ability to both work independently and (where appropriate) as part of a team • Effective communication skills Outstanding organisational, IT communication and interpersonal skills • Ability to work under pressure, to tight research deadlines • <p>Qualifications</p> <ul style="list-style-type: none"> • Undergraduate or Masters degree in a relevant field <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the <u>values</u> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Author or co-author of research published in peer reviewed journals or conference proceedings • Supervision of student research activities. • Supervision of postgraduate research students. • Student care and pastoral provision • Dissemination of research and/or enterprise findings at conferences or symposia • Engagement with national or regional public/cultural sectors/business/industry/professional bodies in respect of research <p>Skills</p> <ul style="list-style-type: none"> • Organisation of dissemination activities, such as research meetings and seminars. <p>Qualifications</p> <ul style="list-style-type: none"> • PhD or equivalent evidenced research experience in education, health, psychology or cognate area • MSc in research methods in cognate discipline • Project management training and/or qualification