JOB DESCRIPTION

Job Title:	Graduate Research Assistant (School of Humanities and Social Sciences) **Ref:**	Grade:	Fixed - Jobshop rate SP7
Department:	School of Humanities and Social Sciences	Location:	Greenwich
Start date:	7th January 2019	End date:	Friday 12th July 2019
Interview date:	13th December 2018		
Role reports to:	Associate Professor in Sociology (SHSS)		
Key contacts:	Head of Department, Research Professor, academics, Faculty and University employees.		

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 project support to a senior academic within the School of Humanities and Social Sciences with the online repository for creative and participatory methods migART (https://migart.bard.berlin) . This role involves basic research skills, producing entries for repository expansion, regular communications via email, twitter and telephone; participating in Skype meetings with project partners in Berlin.

KEY ACCOUNTABILITIES:

Team Specific:

- Assist the Research SL with the identification of migration-related projects, initiative, courses etc. to be featured on migART

- Regularly update folder for research which has been set up on Google Drive

- Liaise with key project managers, lecturers and migration activists in a professional manner

- Produce summary entries for migART and obtain relevant images to be showcased in the repository

- Maintain confidentiality at all times in the accessing and recording of data

- Regular update line-manager on progress of research and production of summaries

- Occasionally attend Skype meetings with project team

- Other ad hoc responsibilities that might arise as part of this project

Generic:

- Contribute to the project
- Work in a flexible manner, ensuring outcomes are met
- Liaise with line –manage, department administrators and any external organisations as appropriate

Managing Self

- Use own initiative without constant supervision
- Work accurately under pressure to meet deadlines
- Conduct research and find own sources
- Maintain a proactive approach
- Continuously improve own knowledge

Core Requirements

- Adhere to and promote the university's policies on Equality and Diversity and Information Security
- Ensure compliance with Health and 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 appropriate to the post and grade

KEY PERFORMANCE INDICATORS:

- Production and delivery of work to agreed timescales
- Contribution to research to ensure effectiveness
- Positive liaison with staff and external organisations

KEY RELATIONSHIPS (Internal & External):

- Line-manager
- Project team in Berlin
- Academic staff
- Faculty Research Office staff

What we offer:

- you will expand your knowledge of migration
- you will learn about various innovative migration-related methods, initiatives, projects
- you will strengthen your communication skills
- you will be involved in developing migART's scope and vision

PERSON SPECIFICATION	
Essential	**Desirable**
Experience • Experience of working to deadlines and managing own time. **Skills** • Computer literate • Good verbal and written communication skills for regular communication with individuals and organizations who run migration-related projects, • Strong interpersonal skills • Research and analysis with attention to detail • Ability to work both independently and as part of a team, with the ability to cooperate, negotiate and be flexible. **Qualifications** • Recent University of Greenwich Graduate **Personal attributes** • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity	**Experience** • Previous work experience within the University, either paid or voluntary • Academic/activist interest in migration • Academic/activist interest in creative and collaborative methods **Skills** • Project management experience