

JOB DESCRIPTION

Job Title:	HEIF Research Assistant	Grade:	SP7
Department:	FEH	Date of Job Evaluation:	APRIL 2019
Role reports to:	Line Manager		
Direct Reports	Line Manager		
Indirect Reports:			
Other Key contacts:	Research Leads, Administrative Staff		
<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 contribute to the research environment of the Faculty of Education and Health.

KEY ACCOUNTABILITIES:

Research Assistants will be responsible for assisting with, and delivering, tasks that support research and enterprise activities across the Faculty. This will involve liaising with research and academic staff and contributing to the organization of academic events. The Research Assistants will be required to take part in literature searching, data entry, basic data analysis, writing up reports, and complete general admin tasks such as transcribing.

Team Specific:

The ideal candidates will have experience of working in a Health and/or Education research setting, but this is not required.

Generic:

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 part of a team.

Managing Self:

Dedicated and hard-working MSc or PhD students with an interest in education and health research to work across the Faculty of Education and Health.

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.

Additional Requirements:

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line 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 Faculty of Education and Health delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Research Leads and line manager.

KEY RELATIONSHIPS (Internal & External):

Project research leads and line manager (internal)

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of conducting literature searches, data entry, basic data analysis, writing up reports • Research interest in areas related to health and education <p>Skills</p> <ul style="list-style-type: none"> • Outstanding organisational, IT, communication and interpersonal skills. • Excellent time-management skills <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in research areas related to health and education <p>Skills</p> <ul style="list-style-type: none"> • DSB check <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A