

JOB DESCRIPTION

Job Title:	Research Assistant	Grade:	AC1
Department/School:	Human Resources and Organisational Behaviour - Faculty of Business	Date of Job Evaluation:	October 2019
Role reports to:	Professor -Employment Relations & Human Resource Management		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:			
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 main purpose of the role is to conduct high quality research and enterprise in the area of Human Resources and Organisational Behaviour (HROB). The person appointed will be expected to:

- Engage in research and enterprise in the area of HROB and in so doing contribute to the research profile of the Department and to the REF submission of the Centre for Research on Employment and Work (CREW) research group
- 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 Research Group and any associated facilities.

The primary purpose of this job is to support the development of the Public Services International Research Unit (PSIRU) and the delivery of its main contracts with international public sector trade unions and NGOs. There will also be the opportunity to contribute to research projects within the Business Faculty.

KEY ACCOUNTABILITIES:**Team Specific:**

- Engage in subject specific research leading to the publication and/or dissemination of original work
- Contribute to the research profile of the academic unit and to the REF submission of CREW research group
- Undertake defined research and/or enterprise activities under the leadership of a principal investigator
- Support the development of funding bids which contribute to the acquisition of internal and external resources to fund research and/or enterprise
- Support the disseminate research and enterprise findings at national conferences and symposia.
- Engage with the national or regional public/cultural sectors/business, industry/professional bodies in relation to research or enterprise
- Support the supervision of PGR students
- 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 group/department/school plans, activities and efficient working practices
- Promote your work 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 research and/or enterprise
- Contribute to the general academic administrative work of the Department/School and Faculty
- To take a leading role in delivering the Public Services International (PSI)-contracted and other contracted research with trade unions and NGOs

Generic:

- Assist the CREW Research Group 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 your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

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

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:

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):

- Centre for Research on Employment and Work (CREW)
- Public Services International Research Unit (PSIRU) and related stakeholders e.g.
- Public Services International and European Public Services Union
- Staff members across the Faculty
- Post-graduate students and early career researchers
- National and international scholars in areas of research interest

PERSON SPECIFICATION	
Essential	Desirable
Experience <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 previous experience in trade union or NGOs • Evidence of working on tax justice 	Experience <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
Skills <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 	Skills <ul style="list-style-type: none"> • Ability to analyse qualitative data and familiarity with software such as NVIVO • Ability to analyse quantitative data and the use of software such as SPSS
Qualifications <ul style="list-style-type: none"> • Undergraduate or Masters degree in a relevant field 	Qualifications <ul style="list-style-type: none"> • PhD in social science or in disciplines related to public services
Personal attributes <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 	Personal attributes <ul style="list-style-type: none"> • N/A