

JOB DESCRIPTION

| | | | |
|--|--|--------------------------------|---------------|
| Job Title: | Research Assistant | Grade: | AC1 |
| Department/School: | Systems Management and Strategy | Date of Job Evaluation: | November 2019 |
| Role reports to: | Co-directors, Networks and Urban Systems Centre | | |
| Direct Reports | None | | |
| Indirect Reports: | None | | |
| Other Key contacts: | Faculty Business Development Manager, Faculty Research Development Officer, Members of the Networks and Urban Systems Centre | | |
| <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 conduct high quality research and enterprise in the area of Networks and Urban Systems. The person appointed will be expected to:

- Engage in research and enterprise in the area of Networks and Urban Systems and in so doing contribute to the research profile of the Department/School and to the 2021 REF submission of the Networks and Urban Systems Centre
- 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.

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 the Networks and Urban Systems Centre
- 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

Generic:

- Assist the Networks and Urban Systems Centre 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):

Faculty Business Development Manager, Faculty Research Development Officer, Members of the Networks and Urban Systems Centre

| 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. <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 <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 • Writing and/or winning external funding bids <p>Skills</p> <ul style="list-style-type: none"> • Statistics and/or econometrics • Network analysis • Programming • Familiarity with R and/or Python <p>Qualifications</p> <ul style="list-style-type: none"> • PhD in Social Sciences, STEM or related field <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A |