

JOB DESCRIPTION

Job Title:	Student Research Assistant	Grade:	SP2
Department:	School of Human Sciences	Date of Job Evaluation:	June 2020
Role reports to:	Oliver Robinson, Associate Professor of Psychology		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	Head of School		
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 support for a project in the Faculty of Education, Health and Human Sciences on the delivery and evaluation of workshops aimed at boosting resilience to stress in students

KEY ACCOUNTABILITIES:

Team Specific:

- To use Microsoft Excel to manage extensive lists of participants and contact details
- To send out questionnaires via 'mail merge' at agreed times during the research process software
- To help to collect and analyse research from questionnaires and focus groups
- Continue to update knowledge and develop research skills

Generic:

- To develop a good knowledge of the research topic/project
- To assist the team/lead Researcher with the recruitment and supervision of participants
- To liaise with and collect data as required from the participants
- To work under the supervision of the Lead Researcher
- Communicate orally and electronically with partners in and outside the University
- To carry out other duties as specified by the Lead Researcher/Faculty/Department, or other designated supervisory staff

Managing Self:

- Plan own day-to-day research activity within the framework of the agreed project
- Co-ordinate own work with that of others to avoid conflict or duplication of effort
- To work in a flexible manner, ensuring research outcomes are met
- Ability to work on own initiative, but to ask when needing support
- To work with others as part of a research team
- Ability to work to deadlines
- Ability to work on own initiative without constant supervision

- Ability to work accurately under pressure
- To contribute to the motivation of the team
- Attend and contribute to relevant meetings
- Liaise with research colleagues and support staff on routine matters
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration
- Show consideration to others
- Work with colleagues to ensure that the working environment is conducive and fit for purpose

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:

- The researcher will be located in the School of Human Sciences
- Willing to travel to specified venues/locations to collect data

KEY PERFORMANCE INDICATORS:

- Documentation provided by deadlines
- Project outputs delivered
- Research activity coordinated and managed
- Participants recruited
- Financial information (including timesheets) provided to deadlines
- Meetings arranged (including housekeeping and room bookings) and minuted
- Research operationalised

KEY RELATIONSHIPS (Internal & External):
Internal

- Report to line manager – Associate Professor in Psychology
- Head of Department
- Other members of the Research Team include Research Fellows, Research Assistants, Student Research Workers
- Members of the university from other departments, such as finance and HR

External

- Other organisations involved in the research project, including but not limited to staff at charities, other universities, local authorities, the police, and private organisations in the UK.

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Strong level of knowledge in working with Microsoft Excel • Experience of working to deadlines and managing own time. <p>Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Research and analysis skills, with an ability to pay close attention to detail • Report writing skills <p>Qualifications</p> <ul style="list-style-type: none"> • Currently enrolled on a University of Greenwich programme in psychology or with a psychology component <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 a research environment • Experience of IBM SPSS <p>Skills</p> <ul style="list-style-type: none"> • Touch typing <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A