

JOB DESCRIPTION

Job Title:	Research Assistant in International Business	Grade:	SP2
Department:	School of Business, Operations and Strategy	Date of Job Evaluation:	N/A
Role reports to:	Dr. Stefano Ghinoi		
Direct Reports			
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:

We are looking for a motivated and skilled research assistant to join our team of business scientists working on a project about the networking strategy of Chinese “small giant” companies.

As a research assistant, you will be responsible for:

- Data translation: identifying a set of companies (“small giants”) from various datasets and translating key information about these companies.
- Literature review: supporting the team in finding relevant literature for the project.

The position is for four weeks (approximately one month) at 20 hours per week, and 19£ per hour.

KEY ACCOUNTABILITIES:

Team Specific:

- Work with the members of the research team in a professional manner.
- Ensure that the literature review is consistent with the purpose of the research project.
- Finalise the translation of the original documents in four weeks.

Managing Self:

- Attend the research group meetings to provide regular updates.
- Take a proactive approach to assisting the research team.

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 line manager or appropriate senior 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 the School of Business, Operations and Strategy delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Contributions to identify at least 20 relevant papers to be used for the literature review
- Support in translating documents from Chinese to English

KEY RELATIONSHIPS (Internal & External):

The research team (Stefano Ghinoi, Kim Bui, Yanga Wu)

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of conducting a literature review <p>Skills:</p> <ul style="list-style-type: none"> • Chinese native speaker • Excellent English language skills • Good use of Excel <p>Qualifications</p> <ul style="list-style-type: none"> • No qualifications required <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: 	<p>Qualifications</p> <ul style="list-style-type: none"> • Enrolled in a business-related study programme (preferably international business)

Inclusive, Collaborative and Impactful	
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