

# Job Description

<b>Job Title:</b>	Research Assistant
<b>School/Service:</b>	School of Physical Sciences and Computing
<b>Grade:</b>	Grade E
<b>Responsible to:</b>	Prof. Janet C Read
<b>Reference Number:</b>	HERA19086
<b>Job Purpose:</b> To work on the EU funded ALIEN project and the EU funded ADLES project. Work will include supporting paper writing, doing some analysis and gathering of data under supervision, report writing, desk research to support report writing, project meetings, doing suitability studies and design work.	
<b>Main Duties and Responsibilities:</b>	
1. Under the direction and guidance of Prof Janet C Read for the EU ADLES and ALIEN projects assist with the qualitative and quantitative data collection, input/cleansing and analysis as per defined research protocols.	
2. Undertake the management of data relevant to the designated projects, which may include setting up data files, and conducting literature searches and reviews.	
3. Attend project-planning, operational, and steering group meetings as required.	
4. Assist in the preparation of any documentation and in feeding back information relating to the project to relevant parties.	
5. Contribute to the development of new projects and support Prof. Janet C Read in preparation of bids for research grants.	
6. Provide administrative support to research meetings and complete any other administrative tasks directly associated with the identified research projects.	
7. Adhere to the appropriate ethical standards for research and protecting the confidential aspects of the School's work.	
8. To carry out duties appropriate to the post as determined by Prof Janet C Read	

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

# Person Specification

<b>Job Title:</b>	Research Assistant
<b>School/Service:</b>	School of Physical Sciences and Computing
<b>Grade:</b>	Grade E

Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	Experience of undertaking qualitative and/or quantitative research studies. Experience of working in computing, education, psychology or a related field	Experience in data handling, including interpretation and use of analysis software packages.	Application Form and Interview
<b>Education/Qualifications</b>	Good honours degree, or equivalent, in a relevant area.		Application Form and Certificates
<b>Skills/Abilities</b>	Ability to work as part of a team. Numerate and computer literate. Excellent oral and written presentation and communication skills. Ability to work on own initiative.		Application Form
<b>Other</b>	Appreciation of the multi-disciplinary/collaborative nature of digital technologies Professional approach to administrative duties. An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		Application Form and Interview