

JOB DESCRIPTION

Post Title: **Research Associate**

School:

Line Manager: **Principal Investigator**

Grade: **Grade 4**

Job Purpose:

To undertake basic research under the instruction of the Principal Investigator and provide basic support to any staff who may be assisting with the research.

Main Duties and Responsibilities:

- To undertake basic research in the relevant discipline area as directed using the appropriate methods and/or techniques.
- To contribute research findings appropriate to the production of research reports and/or publications.
- To liaise with research colleagues and support staff internally as appropriate to the research project.
- To ensure that responsibilities identified within internal processes such as Health and Safety guidelines etc are robustly met.
- To take responsibility for carrying out day-to-day research using established research methods and techniques within the framework of the research programme as directed.
- To undertake any other duties relevant to the programme of research.

PERSON SPECIFICATION

Qualifications/Experience

Essential:

- Working towards a first degree in a relevant discipline or equivalent professional experience.
- Some research experience in the relevant subject area.

Desirable:

- A good first degree in a relevant discipline
- Experience of contributing to research reports, publications or research dissertations
- Experience of working in a research team environment

Skills & Knowledge

Essential:

- Some knowledge and research experience in own area or specialism
- Good interpersonal, networking and communication skills
- Proven problem solving skills
- Excellent ICT skills

Desirable:

- A good understanding of the research environment in a university
- Experience of preparing research findings for dissemination to the wider academic community

Personal Qualities

Essential:

- A clear commitment to contributing to the research environment
- Proactive independent attitude.
- Flexible and adaptive with a positive approach to change
- A committed team-player

Special Conditions:

This post is available on a job share basis. Please indicate on the front of your application form if you would like to be considered on this basis as well as whether or not you would be prepared to work on a full time basis if necessary.

Depending upon the research project this role may be subject to Criminal Records Bureau disclosure.