1 Advertisement

Post Title: Research Assistant
School/department: School of Education and Social Work, Department of Education
Hours: part time hours considered up to a maximum of 0.2 FTE
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until 31 March 2022.
Reference: 5446
Salary: starting at £30,046 to £33,797 per annum, pro rata if part time
Placed on: 09 February 2021
Closing date: 16 February 2021 Applications must be received by midnight of the closing date.
Expected start date: 01 March 2021

This vacancy is only open to those currently employed by the University.

We are seeking a Research Assistant to work for one day a week as part of a new funded project: Gender on the higher education learning agenda internationally: Co-constructing foundations for equitable futures.

The project focuses on gender inclusion in higher education (HE) teaching in universities across five countries. The project will be led by an established interdisciplinary team of academics from each university working with an appointed Research Assistant at each University.

The appointed Research assistant will be expected to contribute actively to all aspects of the research including project management, data collection, analysis and communication, including conducting surveys and interviews with university staff and students.

The Research Assistant will join online international meetings and will work closely with project Research Assistants in India, Kazakhstan, Morocco, and Nigeria.

The research will be carried out remotely utilising online tools for all aspects from data collection through to dissemination including an online conference. The appointed Research Assistants will therefore need to be confident and competent in working online.

Please contact Tamsin Hinton-Smith, j.t.hinton-smith@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. **The School / Division**

Please find further information regarding the school/division at http://www.sussex.ac.uk/global/

3. **Job Description**

**Job Title:** Research Assistant in Education

**Grade:** Research Assistant, Grade 6

**School:** School of Education and Social Work

**Location:** University of Sussex, Brighton, United Kingdom

**Responsible to:** Principal Investigator, *Gender on the higher education learning agenda internationally: Co-constructing foundations for equitable futures.*

**Direct reports:** n/a

**Key contacts:** Members of research group, members of faculty within the School and University.

**Role description:** Research Assistant is a pre-Doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff.

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**PRINCIPAL ACCOUNTABILITIES**

1. To observe and assist with individual and/or collaborative research activity and contribute to the production of research outputs for publications.
KEY RESPONSIBILITIES

1. Research, Scholarship & Enterprise

1.1 With support from the Principal Investigator, develop research objectives and contribute to the planning of the research project.

1.2 Conduct research activity under supervision of the Principal Investigator, and in collaboration with others.

1.3 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.

1.4 Contribute to the writing of reports and other dissemination activities under the supervision of experienced researchers.

1.5 Contribute to the preparation of research ethics and data management strategies, under guidance from the Principal Investigator to ensure compliance with ethical approval and data protection legislation.

1.6 Present information on research progress and outcomes to relevant bodies under the supervision of the Principal Investigator.

1.7 Plan own day-to-day research activity within the framework of the agreed programme.

1.8 Learn about the publication process and contribute to research outputs for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate.

1.9 Continually update knowledge and understanding in field or specialism, and engage in professional development.

2. Teaching & Student Support

2.1 Assist in the supervision of student projects and provide guidance to those assisting in the research.

3. Contribution to School & University

2.1 Attend and contribute to relevant School and project meetings.

2.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.
4. **Role-specific duties**

4.1 Contribute actively to developing and maintaining the project social media presence and website including development of web resources.
4.2 Work closely and proactively with other members of the international team including Research Assistants in partner countries.
4.3 Contribute actively to developing and delivering face-to-face and online project workshops and briefing presentations.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

- Contribute actively to developing the project social media presence and website to include web resources.
- Under the supervision of the Principal Investigator, conduct research to assist with project aims, with emphasis on training.
- Undertake research by preparing, setting up, conducting and recording the outcomes.
- Manage and analyse data, and prepare written reports and summaries.
- Maintain and store project files and equipment as per data regulations.
- Contribute to the planning and delivery of project workshops and briefing presentations.
- As part of career development, contribute to the preparation of journal articles based on the research with support from the Principal Investigator.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.
3. Ability to work independently (under supervision by the Principal Investigator), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.
8. Ability to follow guidance of team leaders.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of issues relating to gender equality, higher education, and international development.
2. Experience in qualitative and quantitative research design, delivery and analysis including surveys and interviews, and must show evidence of the ability to undertake research.
3. Experience disseminating research including report writing, verbal presentation and PowerPoint.
4. Understanding of data protection requirements.

DESIRABLE CRITERIA

1. Experience in data analysis using Microsoft excel
2. Experience and confidence developing basic websites via Wordpress or similar
3. Experience and confidence utilising social media for professional purposes
4. Knowledge and understanding of relevant context of GCRF, ODA, SDG and LMIC
5. Understanding around working across international contexts
6. Experience working as part of a research team
7. Experience working as part of an international team