School of Business, Management and Economics  
Science Policy Research Unit (SPRU)  
Research Assistant in Science and Technology Policy  
Fixed term for 9 months (part maternity cover) Part Time (0.4FTE)  
Salary range: starting at £28,452 and rising to £32,004 per annum, pro rata.  
Expected start date: February 2017

Applications are invited for the position of Research Assistant to work with Professor Joanna Chataway in two areas. First the Research Assistant will assist Professor Chataway in coordinating research activities associated with the EPSRC-DFID funded ‘Low Carbon Technologies’ project [http://dpp.open.ac.uk/research/projects/next-generation-low-cost-efficient-appliances-and-devices-benefit-bottom-pyramid](http://dpp.open.ac.uk/research/projects/next-generation-low-cost-efficient-appliances-and-devices-benefit-bottom-pyramid) and the IDRC funded project ‘The political economy of science granting councils’. The Research Assistant will convene regular project meetings, support the project team in working to deadlines and help to ensure communication and knowledge flows between team members. The RA will also help prepare reports for the funder and papers for publication.

The second aspect of the job will be to support Professor Chataway in exploring new approaches to developing intersects between teaching, research and career development opportunities for postgraduate students. This work will involve liaising internally with BMEc and SPRU staff and external networking with a range of regional, national and international public and private sector bodies. The job may also involve helping to develop proposals.

The successful candidate will be highly organised and systematic in their approach, with excellent analytical and networking skills, and entrepreneurial energy. They will be proficient in the use of standard Microsoft office software, with excellent written and oral communication skills. The successful candidate will have a Masters level degree in a relevant subject or equivalent research experience and is likely to be working towards a PhD and have an interest in engaged research and developing links between academics and a range of different stakeholders. A knowledge of and interest in low carbon energy research and experience of postgraduate course design and delivery would be desirable but is not essential.

For enquiries about the post please contact the SPRU Research Unit Manager Marion Clarke [m.s.clarke@sussex.ac.uk](mailto:m.s.clarke@sussex.ac.uk)

Closing date for applications: 25 January 2017

Expected interview date: w/c 30 January 2017

For full details and how to apply see [www.sussex.ac.uk/jobs](http://www.sussex.ac.uk/jobs)

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is
supported by an executive group, which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary head the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. The School & SPRU

The School of Business, Management and Economics (BMEc)

The School of Business, Management and Economics (BMEc) was formed in 2009 and comprises the Department of Business and Management, the Department of Economics and SPRU (Science Policy Research Unit). With a new home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, BMEc is a vibrant, ambitious and dynamic School with a strong research focus.

SPRU (Science Policy Research Unit)

Founded in 1966 by Christopher Freeman, SPRU was one of the first interdisciplinary research centres in the field of science and technology policy and management. Today, with over 60 faculty members, SPRU remains at the forefront of new ideas, problem-orientated research, inspiring teaching, and creative, high impact engagement with decision makers across government, business and civil society. Our research addresses pressing global policy agendas, including innovation challenges posed by the digital economy, the future of industrial policy, inclusive economic growth, the politics of scientific expertise, energy policy, security issues, entrepreneurship, and pathways to a more sustainable future.

SPRU researchers are driven by a desire to tackle real-world questions, whilst also contributing to a deeper theoretical understanding of how science, technology and innovation is shaping today’s world. A 2012 study published in the journal ‘Research Policy’ ranked SPRU second only to Harvard University in terms of its research impact in innovation studies. With a community of over 140 MSc and doctoral students from all over the world, SPRU is also well known for its high quality, research-led teaching programmes.
4. Job Description

For the post of: Research Assistant in Science and Technology Policy

Job Title: Research Assistant in Science and Technology Policy
Grade: Research Assistant, Grade 6
School: BMEc, SPRU
Location: Jubilee Building
Responsible to: Principal Investigator
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.

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 project objectives and contribute to the planning of the projects.

1.2 Support the outputs of 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 Present information on project progress and outcomes to relevant bodies under the supervision of the Principal Investigator.

1.6 Plan own day-to-day project activity within the framework of the agreed programme.

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

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

2. 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.

3. Role-specific duties

The primary purpose of this post is to assist Professor Chataway in coordinating research activities associated with the ‘Low Carbon Technologies’ and ‘The political economy of science granting councils’ projects and to support Professor Chataway in exploring new approaches to developing intersects between teaching, research and career development opportunities for students.

Key Responsibilities:

1. Coordinating research activities associated with the ‘Low Carbon Technologies’ and ‘The political economy of science granting councils’ projects
2. Convening regular project meetings
3. Supporting the project teams in working to deadlines and helping to ensure communication and knowledge flows between team members
4. Preparing reports for the funder
5. Assistance in preparing papers for publication
6. Helping to develop research funding proposals
7. Liaising internally with BMEc and SPRU staff and external networking with a range of regional, national and international public and private sector bodies -
   • Contributing to a new initiative developing intersects between teaching, research and career development opportunities for students
   • Developing ideas for creating an exciting environment for postgraduate students
   • Outreach and engagement with government and other agencies, to create opportunities to engage with postgraduate students and policy focused research

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

- Under the supervision of the Principal Investigator, support the production of research outputs to assist with project aims, with emphasis on training.
- Manage and analyse data, and prepare written reports and summaries.
- Maintain and store project files and equipment as per health and safety and data regulations.
- 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

Essential criteria
1. At least a Masters level degree in a relevant subject or equivalent research experience
2. Excellent networking and communication skills
3. Entrepreneurial energy
4. An interest in engaged research and developing links between academics and a range of different stakeholders.
5. Excellent written and oral communication skills
6. Proficient in the use of standard Microsoft office software (e.g. Word, Excel, PowerPoint etc)
7. Project management skills, highly organised and systematic in approach

DESIRABLE ROLE-SPECIFIC CRITERIA

1. Working towards a PhD in an area related to Science Policy research
2. Knowledge of and interest in low carbon energy and science policy research
3. Experience of postgraduate course design and delivery
4. Experience of preparing papers for publication
5. Experience of writing research funding proposals