

## 1. Advertisement

**Post Title: Research Assistant in Innovation Studies**

**School/department:** University of Sussex Business School, Science Policy Research Unit

**Hours:** Part time, considered up to a maximum of 15 hours per week, with the potential for an increase in hours outside of term time.

Requests for flexible working options will be considered (subject to business need).

**Contract:** fixed term until September 2023

**Reference:** 8396

**Salary:** starting at £30,497 to £ 34,304 per annum, pro rata if part time

**Placed on:** 08 April 2022

**Closing date:** 16 May 2022 Applications must be received by midnight of the closing date.

**Expected interview date:** TBC

**Expected start date:** May or soon thereafter 2022

The Science Policy Research Unit (SPRU), within the University of Sussex Business School, is seeking to appoint a Research Assistant to work with [Dr Ohid Yaqub](#). The post would be ideal for someone looking to develop existing work into publications.

The Research Assistant will contribute to the development of research publications. Essential criteria for the post are:

1. Experience of at least two years of PhD studies.
2. One working paper (we will ask to see this).
3. Fluency in oral and written English.
4. Experience working on categorisation problems with bibliometric techniques.

Informal enquiries are encouraged, and should be directed to Dr Ohid Yaqub [o.yaqub@sussex.ac.uk](mailto:o.yaqub@sussex.ac.uk)

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

### The University of Sussex Business School

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

### SPRU (Science Policy Research Unit)

Established in 1966, the SPRU is the longest-running science-policy department in the world. With over 70 faculty, SPRU is one of the largest and most diverse science-policy departments in the world. As such, the department attracts many externally funded research projects and Sussex is in fact the third largest business school in the UK by research income <https://charteredabs.org/wp-content/uploads/2019/04/75287-CABS-Research-Income-Report-2019-1.pdf>. This means there are opportunities for career development as a researcher in this environment. 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.

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/people-and-departments/spru>

## 3. Job Description

<b>Job Title:</b>	Research Assistant in Innovation Studies
<b>Grade:</b>	Research Assistant, Grade 6
<b>School:</b>	University of Sussex Business School
<b>Location:</b>	Jubilee Building, University of Sussex, Falmer, Brighton, UK
<b>Responsible to:</b>	Principal Investigator
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	Members of research group, members of faculty within the School and University.
<b>Role description:</b>	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. 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**

3.1 Contribute to development of publications

3.2 Contribute to mapping research activity using classification techniques

3.3 Prepare and/or deliver presentations at national or international conferences and seminars to disseminate research findings to a variety of audiences.

3.4 Carry out administrative duties as required, e.g. arranging meetings, keeping records.

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, conduct experiments/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 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**

1. Experience of at least two years of PhD studies.
2. One working paper (we will ask to see this).
3. Fluency in oral and written English.
4. Experience working on categorisation problems with bibliometric techniques.

### **DESIRABLE CRITERIA**

1. Previous degree in Science & Technology Policy, or related discipline.
2. Previous degree in Statistics and/or Economics.

3. Experience working in national policy organisations (e.g. research councils), and/or international policy organisations (e.g. OECD).
4. Data processing and analytical skills (e.g. supervised machine learning, cluster analysis, text-mining).
5. Experience with programming languages (Python or R).