

**It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of:**

**Research Assistant  
EHA1873-0919  
Fixed Term for 23 Weeks**

**The post-holder will be: Research Assistant**

**Accountable to: Head of Research**

**Reporting to: Fiona Hallett**

## **The Post**

Provide quality research support to an enthusiastic team of academics leading research projects using visual methodology to explore perspectives, particularly those of children and young people, regarding inclusion and exclusion in school settings. The research activities will involve school workshops in order to develop a training resource that can be utilised by Special Educational Needs Coordinators (SENCo) across the region and beyond.

## **Specific duties and responsibilities**

The post holder will be expected to:

- a) Research design: participate in the design of the research and including identifying the most appropriate methods and being involved in school-based workshops.
- b) Data collection: take a lead on data collection under the supervision of the PI using photo-elicitation and the outputs of school-based activities.
- c) Data processing: analyse photographs and student-led resource ideas.
- d) Presentation of results: including to external audiences when required, both independently and as part of the team. Draft reports using appropriate word processing and data presentation software, making the data accessible to lay and expert audiences.
- e) Literature searches: in consultation with the PI, take a lead on conducting searches of bibliographic databases, library catalogues, books, journals and

websites to ensure that our research is informed by current debates and scholarship in the discipline:

- f) Working as part of a team, write initial literature reviews and participate in systematic reviews as required.
- g) Scholarly publication: to contribute to the authoring of scholarly articles for publication in high quality, peer reviewed journals and other media.
- h) Project administration: contribute to the overall administration of the project and be responsible for own areas of research.
- i) Abide by the University's research governance framework
- j) Attending and contributing to research team meetings.
- k) Contributing to the production of bids for research funding, supporting the development of research design and the identification of appropriate methods.
- l) To make a positive contribution to the work of the Department/Faculty.
- m) Undertake additional duties, as required by the project lead/principal investigator or Head of Department.
- n) Be an active member of departmental/faculty research committee and working groups associated with particular research projects within the department or faculty (where relevant).

**In addition to the above all Edge Hill staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) To demonstrate excellent Customer Care in dealing with all internal and external stakeholders.

**Contract Type:** Support

**Salary:** Grade 6, points 23-26  
£27,025 - £29,515 per annum, pro rata

**Hours:** 7.5 hours per week for 23 weeks

**Pension:** Local Government Pension Scheme

**Annual Leave:** 23 days per annum, pro rata

It is expected that the post-holder will work flexibly according to the on-going demands of the job.

**Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.**

**PERSON SPECIFICATION**

**Research Assistant  
EHA1873-0919  
Fixed Term for 23 Weeks**

**CRITERIA**

**Applicants should provide evidence of their ability to meet the following criteria:**

		<b>Essential</b>	<b>Desirable</b>	<b>*Method of Assessment</b>
<b>Qualifications</b>				
1	Qualified to degree standard in relevant subject area	*		A
2	Post Graduate Qualification with evidence of research	*		A
3	PhD		*	A
<b>Experience and Knowledge</b>				
4	Experience in designing and executing research using visual methodologies	*		S/I
5	Experience of high quality report writing	*		S
6	Experience of searching bibliographic databases	*		S/I
7	Success in high-quality peer reviewed academic publication		*	S
8	Experience of coordinating complex administrative processes		*	S
9	Experience of working in the Higher Education sector		*	A

		Essential	Desirable	*Method of Assessment
10	Advanced user of analysing qualitative data	*		S/I
<b>Abilities/Skills</b>				
11	Demonstrates high level skills in the use of Microsoft Office including Excel, Word, and creating databases	*		S/T
12	Able to work on own initiative, independently as well as part of a team	*		S/I
13	Able to organise and prioritise work effectively demonstrating flexibility and reliability to meet required deadlines	*		S/I
14	Excellent communication skills both oral and written	*		S/I
15	Able to work within ethical guidelines and maintain high levels of research integrity at all times, including the management of research data.	*		S/I

**\*Method of Assessment**

**(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)**

Please note that applications will be assessed against the Person Specification using this criteria.