



Research Assistant in Internationalisation and Higher Education in the UK

Reference: EHA2594-0624
Salary: £30,487- £32,982 per annum, pro rata
Grade 6, Points 23-26
Contract Type: Fixed Term for 6 Months
Hours: Part Time (10.88 hours per week)
Location: Ormskirk

Accountable to: Head of Research/Head of Department

Reporting to: Principal Investigator/Research Project Lead



About the Role

Provide quality research support to enthusiastic team(s) of academics leading research projects within the area of EDI, internationalisation and Higher Education in the UK

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
- b) Data collection: take a lead on data collection under the supervision of the PI conducting 20 online interviews
- c) Data processing and analysis of 20 online interviews and the proceedings of an online policy event.
- 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: take a lead with 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.



In addition to the above all Edge Hill University 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 learning and development activities 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) Demonstrate excellent Customer Care in dealing with all customers

Eligibility

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

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.

Pension Scheme: This post is eligible for the Local Government Pension Scheme.

Annual Leave: 23 days per annum, pro rata. Please note, support staff annual leave entitlement increases in line with post grade and length of continuous service.

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.

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



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Qualified to degree standard in relevant subject area	*		A
2.	Post Graduate Qualification with evidence of research	*		A
3.	PhD		*	A
Experience and Knowledge				
4.	Experience in designing and executing research using Qualitative methods	*		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
10.	Advanced user of appropriate software for data analysis <NVivo>	*		S/I
11.	Experience of research data administration and storage		*	A/I
Abilities and Skills				
12.	Demonstrates high level skills in the use of Microsoft Office including Excel, Word, and creating databases	*		S,T
13.	Able to work on own initiative, independently as well as part of a team	*		S/I
14.	Able to organise and prioritise work effectively demonstrating flexibility and reliability to meet required deadlines	*		S/I
15.	Excellent communication skills both oral and written	*		S/I
16.	Able to work within ethical guidelines and maintain high levels of research integrity at all times, including the management of research data	*		S/I





How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Dr Zana Vathi, Reader in Social Sciences at zana.vathi@edgehill.ac.uk.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

