

# JOB DESCRIPTION

**POST:** Graduate Research Assistant

**REF:**

**DEPARTMENT:**

**GRADE:** 4

**REPORTING TO:**

**SUPERVISORY RESPONSIBILITY:**

# JOB PURPOSE:

To provide research assistance, using qualitative and/or quantitative research methods as appropriate to the project, under the direct supervision of a lead researcher.

# DUTIES AND RESPONSIBILITIES:

1. Collect data through relevant methods such as interviews and/or questionnaires, practical work, experimentation as appropriate to the project
2. Liaise with others, internally and/or externally for the purposes of conducting and disseminating the research
3. Play a key role in analysing the data collected and contribute to the writing of reports
4. Undertake literature searches and review
5. Attend meetings of relevance to the research
6. Attend appropriate training as required by the University
7. Give support and advice to students on research practice, as required

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Graduate Research Assistant

**SCHOOL / DEPARTMENT:**

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Good first degree or equivalent in an associateddiscipline | Essential | Application / Interview |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Knowledge and experience of using qualitative and/orquantitative research methods appropriate to the project | Essential | Application / Interview |
| Good knowledge of the academic discipline relevant tothe area of the research | Essential | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Excellent communication and interpersonal skills | Essential | Application / Interview |
| Good oral and written communication skills | Essential | Application / Interview |
| Ability to work independently or as part of a team | Essential | Application / Interview |
| High level of research competency | Essential | Application / Interview |
| Good IT skills | Essential | Application / Interview |
| Good time management & organisational skills | Essential | Application / Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

N/A