



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Research Assistant				
DEPARTMENT	School of Social and Political Sciences				
LOCATION	Brayford				
JOB NUMBER	CSS266	GRADE	6	DATE	April 2016
REPORTS TO	Principal Investigator				

CONTEXT

The Research Assistant will be based in the School of Social and Political Sciences, working with Professor Mike Neary, the Principal Investigator, on a research project to explore the possibility of co-operative leadership for Higher Education. The research project is funded by the Leadership Foundation in Higher Education.

JOB PURPOSE

The Research Assistant is responsible for conducting research on the project as directed by the Principal Investigator

KEY RESPONSIBILITIES

Literature Surveys
To undertake literature surveys and other investigations of the state-of-the-art and to prepare reports as required.
Research
<p>To perform specified research under the direction and with advice from the Principal Investigator, to generate original knowledge, contribute to decisions about research direction, and to prepare reports on results, as required.</p> <p>Plan own day-to-day research activity within the context of the required research programme, exhibiting a high degree of autonomy.</p> <p>Contribute to the production of research outputs, reports, papers and other publications, and preparation for and presentation at international research conferences.</p>
Liaison and Networking
<p>Liaise with internal and external collaborators, and with colleagues in the Department, maintaining positive and effective working relationships; this may include liaison with senior personnel in other organisations including research collaborators.</p> <p>Participate in internal research activities, including seminars and research meetings</p>
Teaching Support
If required, engage in teaching support activities, up to a maximum of six hours per week.
PhD
Not applicable for this post

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Principal Investigator• Co-Investigator• Academics in School of Social and Political Sciences and University and elsewhere in the University	<ul style="list-style-type: none">• Research collaborators



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Research Assistant	JOB NUMBER	CSS266
Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)	
Qualifications:			
Honours degree in relevant subject (1 st , 2.1 or equivalent), and/or Masters degree	E	A	
Experience:			
Some experience of relevant qualitative research methods e.g., case-study, interviews, and observation	E	A/I	
Interest in the co-operative movement and alternative forms of higher education	E		
Experience specific to project/area	D	A/I	
Skills and Knowledge:			
Knowledge specific to project/area	E	A/I	
Ability to conduct original research in the subject area	E	A/I	
Excellent written communication, including the ability to write reports and research outputs	E	A/I	
Ability to prioritise own workload and work to specified deadlines under pressure	E	A/I	
Ability to speak Spanish	D	A/I	
Competencies and Personal Attributes:			
Flexible approach to workload	E	I	
Ability to work on own and as part of a team	E	A/I	
Enthusiasm and commitment	E	I	

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	MN	HRBA	HA
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