

Job Title	Research Assistant
Job Purpose	
To support research projects, conducting research, analysing results and generating original ideas. Assist in the supervision of student research projects, development of student research skills and assessment of student knowledge in accordance with the University's strategy, policy and procedures.	
Main activities and responsibilities	
<p>Student learning experience</p> <ol style="list-style-type: none"> 1. To contribute to teaching and be involved in the assessment of student knowledge including assisting in the supervision of student projects and in the development of student research skills <p>Research enterprise and scholarship</p> <ol style="list-style-type: none"> 2. To undertake research as appropriate to the field of study including: <ol style="list-style-type: none"> a. Writing up research work for publication. b. Develop research objectives and proposals for own or joint research. c. Making presentations at national and international conferences and similar events. d. Continually update knowledge and understanding in field or specialism and develop skills. e. Dealing with problems which may affect the achievement of research objectives and deadlines f. Analysing and interpreting the results of own research and generating original ideas based on outcomes. g. Using new research techniques and methods. h. Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio. i. Using creativity to analyse and interpret research data and draw conclusions on the outcomes. 3. To engage in continuous professional development and be responsible for continually updating knowledge and understanding in the field of study or specialism and for developing skills. <p>Managing people and resources</p> <ol style="list-style-type: none"> 4. Provide guidance as required to support staff and any students who may be assisting with the research. 5. Manage own research and administration activities. 6. Contribute to the planning of research projects in collaboration with others. 7. Use research resources, laboratories and workshops as appropriate. 8. Monitor research budgets. <p>Pastoral care</p> <ol style="list-style-type: none"> 9. Show consideration to others. 10. Appreciate the needs of individual students and their circumstances. <p>Liaison and networking</p> <ol style="list-style-type: none"> 11. To work in collaboration with colleagues as appropriate to the field of study including: <ol style="list-style-type: none"> a. Contributing to collaborative decision making within the research group. b. Contributing to the production of collaborative research reports and publications 	

- c. Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.
12. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
13. Join external networks to share information and identify potential sources of funds.

Additional Key Requirements:

Communication

Communicate complex information orally, in writing and electronically

Teamwork

Actively participate as a member of a research team.

Attend and contribute to relevant meetings.

Work with colleagues on joint projects, as required.

Collaborate with academic colleagues on areas of shared research interest.

Initiative, problem solving and decision making

Prepare proposals and applications to external bodies, e.g. for funding and contractual purposes.

Analyse and interpret the results of research and generate original ideas based on outcomes.

Use creativity to analyse and interpret research data and draw conclusions on the outcomes.

Use creativity to identify areas for research, develop new research methods and extend the research portfolio.

Contribute to collaborative decision making with colleagues in areas of research.

Work environment

Be aware of the risks in the work environment and their potential impact on their own work and that of others.

Depending on area of work (e.g. laboratories, workshops, studios) undertake risk assessments, take responsibility for reducing hazards in the work area and have regard for the health and safety of others.

Person Specification

- First degree
- Higher degree course in relevant subject area is preferred.
- Willingness to study for a PhD
- Possess sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes
- Evidence of research activity and published research is desirable
- Excellent written and verbal communication skills
- Able to communicate material of a specialist or highly technical nature
- Able to manage research and administrative activities and to balance competing pressures of research and administrative demands and deadlines
- Good interpersonal skills with the ability to liaise with colleagues and students
- Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.
- Able to identify potential sources of funding.
- Evidence of engagement in continuous professional development.

- Understand equal opportunity issues and how they may impact on areas of research
- Understanding of Health and Safety requirements and experience of carrying out risk assessments
- Experience of undergraduate teaching is desirable.

Professional Status

Eligible for Associate Fellow status under the Higher Education Academy's Professional Standards Framework (desirable)

Special requirements

Able to undertake duties at different premises including any University campus as required. Expected to work outside of normal office hours as required.

Expectations of all staff

Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises

that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed.

With reasonable notice and support, the University can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.