

Research Assistant			
School / Department:	School of Architecture, Built Environment, Computing and Engineering	Grade:	<i>Grade: F</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Pension classification:			<i>Other</i>
Responsible to:	N/A	Responsible for:	N/A
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
Student learning experience - 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. - To maintain knowledge of how to escalate safeguarding concerns (e.g. suicide risk, gender-based violence) including relevant reporting systems and support services. Research enterprise and scholarship - To undertake research as appropriate to the field of study including: - Writing up research work for publication. - Develop research objectives and proposals for own or joint research. - Making presentations at national and international conferences and similar events. - Continually update knowledge and understanding in field or specialism and develop skills. - Dealing with problems which may affect the achievement of research objectives and deadlines. - Analysing and interpreting the results of own research and generating original ideas based on outcomes. - Using new research techniques and methods. - Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio. - Using creativity to analyse and interpret research data and draw conclusions on the outcomes. - 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. Managing people and resources - Provide guidance as required to support staff and any students who may be assisting with the research. - Manage own research and administration activities. - Contribute to the planning of research projects in collaboration with others.

8. Use research resources, laboratories and workshops as appropriate.
9. Monitor research budgets.

Pastoral care

10. Show consideration to others.
11. Appreciate the needs of individual students and their circumstances.

Liaison and networking

12. To work in collaboration with colleagues as appropriate to the field of study including:
 - 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.
13. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
14. Join external networks to share information and identify potential sources of funds.

Equality, academic freedom and freedom of speech

15. The postholder will be expected to teach and conduct research in accordance with the University's policies and its duties relating to equality, academic freedom and freedom of speech within the law.

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.

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.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. First degree	Application Form / Support Statement
2. Higher degree course in relevant subject area is preferred.	Application Form / Support Statement
3. Willingness to study for a PhD or equivalent.	Interview
4. Possess sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes	Application Form / Support Statement / Interview
5. Excellent written and verbal communication skills	Application Form / Support Statement / Interview
6. Able to communicate material of a specialist or highly technical nature	Application Form / Support Statement / Interview
7. Able to manage research and administrative activities and to balance competing pressures of research and administrative demands and deadlines	Application Form / Support Statement / Interview
8. Good interpersonal skills with the ability to liaise with colleagues and students	Application Form / Support Statement / Interview
9. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration	Application Form / Support Statement / Interview
10. Able to identify potential sources of funding.	Application Form / Support Statement / Interview
11. Evidence of engagement in continuous professional development.	Application Form / Support Statement
12. Understand equal opportunity issues and how they may impact on areas of research	Application Form / Support Statement / Interview
13. Understanding of Health and Safety requirements and experience of carrying out risk assessments	Application Form / Support Statement / Interview
Desirable Criteria	

14. Eligible for Associate Fellow status under the Higher Education Academy's Professional Standards Framework	Application Form / Support Statement
15. Experience of undergraduate teaching	Application Form / Support Statement
16. Evidence of research activity and published research	Application Form / Support Statement

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Cover Letter & CV - applicants are asked to provide a statement to demonstrate how they meet the criteria, and may reference their CV. The response will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.