**Job description**

**Date last reviewed**: October 2014

**Faculty/Directorate:** type here

**Department**: type here

**Title of post**: Post-Doctoral Research Assistant

**Grade of post**: 7

**Post number**: type here

**FT or % P/T**: type here

**Permanent/Temporary**: type here

**Principal location of work**: type here

**Immediate line manager**: type here

**Staff managed**: None

**Qualifications required for post**: Masters, PHD or studying for a PHD

**Experience required for post**: Substantial experience post BSc

**Overall purpose of post**: Implementation and day-to-day running of research projects relating to (add detail)

**Main duties:**

* Work closely with the Head of the Research Group and others on specific research studies/projects relating to (add detail)
* Day-to-day responsibility for various research projects including financial monitoring of consumables required for the projects
* Responsibility for planning and carrying out experimental work, keeping accurate laboratory notebooks, data analysis & interpretation and report writing
* Assist with the preparation of papers for publication and make presentations at meetings and/or conferences
* Conduct literature searches and reviews
* Attend conferences/workshops and present papers as required
* Report on a regular basis to the Head of the Research Group
* Assist other researchers in the Research Group (e.g. student, visitors) as required
* Assist with the general running of the research group
* To contribute to the research culture of the school
* Undertake any teaching activities that may be agreed with the Head of the Research Group and in line with any Funding Body’s rules/regulations e.g. tutorials, practicals
* To observe all School and University H&S rules and regulations
* Any other duties given by the Head of the Research Group commensurate with the level and responsibility of this post.

**Closing date:** type here

**Ref:** type here

Please return completed application forms to: Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX.   
    
\*Please note: The successful applicant will need to be subject to a background disclosure check by the Criminal Records Bureau (CRB) before any appointment can be confirmed.  A copy of the CRB Codes of Practice concerning background checks is available for all applicants, upon request.

\*delete if not applicable

**Person specification**

**Faculty/Directorate**: type here

**Title of post**: Postdoctoral Research Assistant

**Starting salary:** (grade 7)

|  |  |  |
| --- | --- | --- |
| **Specification** | **Essential** | **Desirable** |
| 1. Education/Training | Postgraduate or Postdoctoral qualification or studying for PhD. |  |
| 2. Relevant Experience | Experience of designing and testing appropriate research tools, eg. questionnaires  Experience of data collection from multiple sources  Experience of analysis and evaluation using a range of tools eg. Descriptive statistics, reliability and factor analysis  Experience of writing up and disseminating research findings. | Mentoring/coaching responsibility for PG/PhD students  Contributing to publications or similar |
| 3. Relevant Skills/Aptitudes | Possesses sufficient depth of knowledge in subject area to work effectively as part of research team  Ability to undertake one-off specialist lectures /demonstrations/formal teaching  Good knowledge of MS Office  Ability to work independently and to take initiative when required  Good organisational and time management skills  Good accuracy and attention to detail |  |
| 4. Special Requirements |  |  |