**Job description**

**Date last reviewed**: type here

**Faculty/Directorate:** type here

**Department**: type here

**Title of post**: Postgraduate Research Assistant

**Grade of post**: 6

**Post number**:

**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**: Graduate, possibly engaged in post graduate study

**Experience required for post**: Experience of working in research in the area of (add area)

**Overall purpose of post**: : Contributing to the implementation and day-to-day running of research projects relating to (subject/area).

**Main duties:**

1. Work closely with the Head of the research group and others on specific research studies/projects relating to (subject/area).
2. With the appropriate level of support and advice carry out experimental work, keep accurate notebooks, data analysis & interpretation and report writing.
3. Design and test appropriate research tools e.g. questionnaires.
4. Gather data from multiple sources as part of research activity.
5. Contribute to analysis and evaluation using a range of analytical tools for example descriptive statistics, reliability and factor analysis.
6. Assist in the preparation of reports and/or publications as appropriate and make presentations at a variety of meetings both in the University and externally.
7. Conduct literature searches and reviews as appropriate
8. Attend conferences/workshops as required
9. Provide administrative support to the research group
10. To observe all School and University H&S rules and regulations
11. Any other duties given by the Head of the research commensurate with the level and responsibility of this post.

**Person specification**

**Faculty/Directorate**:

**Title of post**: Postgraduate Research Assistant

**Starting salary:** (grade 6)

ADD TO/AMEND PS as appropriate

|  |  |  |
| --- | --- | --- |
| **Specification** | **Essential** | **Desirable** |
| 1. Education/Training | Degree in relevant subject area | Postgraduate qualification |
| 2. Relevant Experience | Experience of using appropriate research tools, eg. Questionnaires  Experience of data collection and analysis |  |
| 3. Relevant Skills/Aptitudes | Possesses sufficient depth of knowledge in subject area to work effectively as pat of research team  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 |  |  |