

**Role Descriptors
Outputs and Requirements**

Title: Research Associate (Ac1 Grade)

Reports to: Dr. Ersilia Verlinghieri, Senior Research Fellow

School: Architecture and Cities

This post is offered at 0.8 FTE for 6 months.

Professional Values

All Research Associates are required to demonstrate respect for individual learners and be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. All Research Associates are required to be committed to the development of learning communities and encouraging participation in Higher Education, while acknowledging diversity and promoting equality of opportunity. It is also a requirement that all staff are committed to undertaking continuing professional development and evaluation of individual practice and that they are proactive in improving the student experience

Role Purpose

To work with Dr. Verlinghieri (Senior Research Fellow at the Active Travel Academy) and colleagues on a research project on Cargo Bike Operators: Good Work founded by Impact on Urban Health, which will examine labour/employment practices in the cargo bike sector and how to improve them. The post holder will undertake basic qualitative research, including contributing to project objectives and associated administration.

Principal Accountabilities

1. Working with the Dr Verlinghieri and other colleagues, to understand and make use of research techniques and methodologies; analyse and interpret results from research and generate original ideas based on these outcomes.
2. To contribute to developing funding applications, overseen and advised by the Director and other senior colleagues.

3. To plan and manage personal day-to-day research activity, within the framework of projects, and to deal with any problems that may affect the achievement of research objectives and deadlines.
4. To undertake basic research, including reviewing relevant literature and datasets, qualitative ensuring that results are written up and that methods and outcomes are regularly presented to colleague/s.
5. To contribute to the production of research reports and academic publications, and participate in dissemination and other research events, including helping to prepare material under the supervision of Dr Verlinghier.
6. To attend and contribute to relevant internal and external meetings and to the decision-making process in general, in a positive and collaborative manner.
7. To make a contribution to teaching as appropriate, for instance to assist in the supervision of student projects in relevant areas.
8. It is envisaged the postholder will look to engage in subject, professional and pedagogic research and other scholarly activities which can support teaching activity and where the quality of the outputs can be recognised nationally in terms of originality, significance and rigour.
9. To ensure a personal programme of Continuous Professional development (CPD) is developed and maintained.
10. To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.
11. To undertake any other duties within their competence, as required by the University.

CONTEXT

The postholder will be based in Westminster University's Active Travel Academy, benefiting from the support of a multi-disciplinary group of Members and Associates, both staff and students. They will contribute to an expanding programme of work, carrying out a range of tasks related to different aspects of the research process, as well as assisting with administrative and organisational tasks.

The postholder will be expected to actively participate as a member of the Active Travel Academy and show consideration towards colleagues (both within the immediate research team and beyond) and liaise and work collaboratively with other members of staff (academic, research, and support) and students on areas of shared research interest. They will need to co-ordinate their own work with others to avoid either conflict or duplication of effort and be able to contribute to the decisions affecting the work of the team. The postholder will be expected to deal with routine communication using a range of media and be able to communicate effectively.

They will be an excellent researcher with their own methodological specialism/s and a keen interest (and/or expertise) in active travel. The postholder will support a range of project work, with the specific contribution dependent on their research expertise and

experience.

The postholder has responsibility for ensuring that suitable and sufficient risk assessments are undertaken for the activities for which they are responsible and that measures to control risk are identified and implemented and communicated to all affected. They will be expected to ensure a programme of continuous professional development including 'on the job' learning, internal and potentially external training as needed.

They must ensure the provision of adequate supervision and training, to include: the responsibility to work with due regard for the health and safety of themselves and others; familiarity with actions to be taken in the event of emergency; and the duty to report accidents and hazards appropriately.

They will also require a thorough understanding of diversity and equal opportunities issues. The postholder is expected to start work in April 2022 or as near to this time as is possible; they may begin work remotely as needed.

DIMENSIONS

The postholder will conduct much of the qualitative research for the project, working with colleagues at Westminster, Sustrans and MP Smarter Travel. Much of this will involve organising, conducting, and analysing interviews and focus groups with cargo-bikes riders and managers. The postholder will also contribute to wider aspects of the project and its management, including communication with the project partners, and contributing to events, academic articles, and reports.

**Person Specification
Research Associate (Ac1 Grade)**

Qualifications	Essential	Desirable
Degree in a relevant discipline (e.g. Geography)	E	
Post-Graduate Degree or Professional Qualification in a relevant discipline (e.g. MSc)		D
PhD or the equivalent in professional qualifications and experience (or working towards this)		D
Teaching Qualification		D
You will have proven experience and evidence of:-		
Recognised record of experience in research	E	
Research expertise that is up to-date	E	
Contribution to design of teaching or research		D

<p>Attributes and Skills</p> <p>Knowledge of relevant research models, techniques and method relevant to active travel (qualitative and/or quantitative)</p> <p>Ability to collect data and/or to work with relevant secondary datasets</p> <p>Ability to communicate effectively with collaborators, both academic and non-academic, verbally and in writing</p> <p>Ability to manage multiple deadlines and carry out necessary administrative and organisational tasks to support research</p> <p>High level analytical capability</p> <p>Experience of researching active travel</p> <p>Ability to encourage commitment to learn in others</p> <p>Ability to assess and organise resources</p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p> <p>Interest in active travel</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p></p> <p></p> <p></p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p>D</p> <p>D</p> <p></p> <p></p>
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