

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

Job Description

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| Title: | Research Assistant |
| Reports to: | Research Fellow (Principal Investigator) |
| Department: | School of Architecture and Cities |
| Grade | NG3 |
| Role Purpose | To support the undertaking of basic research, including any associated administration. |

Principal Accountabilities

1. With support and supervision, to understand and make use of standard research techniques and methodologies and to analyse and interpret results from individual research and contribute to original ideas based on these outcomes.
2. To plan and manage day-to-day activities, including contributing to and supporting research within the framework of the project, and to deal with any problems that may affect the achievement of research objectives and deadlines.
3. To undertake basic secondary research, as directed by those supervising the research, (for example, literature and database searches), ensuring that results are written up and outcomes are presented to those supervising the research.
4. To support the production of research reports and publications, public engagement materials, and to prepare documents and digital media for those supervising the research, as required.
5. To assist in the organisation of virtual academic workshops.
6. To make internal and external contacts and develop knowledge and understanding with a view to forming relationships for future collaboration.

7. To undertake any other duties within their competence, as required by the line manager (Principal Investigator).

CONTEXT

The aim of this project is to facilitate an interdisciplinary collaboration between two Canadian scholars, another UK-based scholar and the Principal Investigator, as a member of the larger UoW team working on the EX-TRA project (Experimenting with City Streets to Transform Urban Mobility). This collaboration has grown out of a CIFAR/British Academy symposium. The project is titled 'What is the street for? Interrogating the epistemic justice of reconfiguring urban public space' and explores citizen perspectives on the redesign of city streets, contrasting this with expert perspectives, and understanding the social justice issues around 'whose knowledge counts' and has influence within public participation and decision-making processes. The collaborators will work towards a joint panel discussion at the RGS-IBG 2022 conference, a co-authored academic journal article, and digital media (e.g. blog, open-source online GIS map) aimed at engaging the public. The Research Assistant will assist in the production of these.

The University requires all post holders 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.

DIMENSIONS

This is a post expected to run from late August. 2022 to February 2023, with some flexibility and negotiation possible. The postholder will have administrative, organisational, qualitative evaluation and project management responsibilities and given appropriate training where necessary.

**Person Specification
Research Assistant**

| Qualifications | Essential | Desirable |
|--|------------------|------------------|
| Degree in a relevant discipline or equivalent practical experience. | E | |
| Post-Graduate Degree or Professional Qualification | | D |
| Training and Experience | | |
| Good knowledge of interpretivist/social constructionist research philosophy | E | |
| Good knowledge of qualitative data collection and analysis methods | E | |
| Experience of interviewing and analysing data | E | |
| Ability to take responsibility for specific areas of the project as allocated by the Research Fellow (Principal Investigator | E | |
| Experience of carrying out research, such as in a dissertation project, and qualitative methods | E | |

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| <p>Skills</p> <p>High level analytical capability</p> <p>Good attention to detail and ability to manage large volumes of data</p> <p>Excellent interpersonal oral and written communication skills, with the ability to liaise with a range of people at all levels and backgrounds, internal and external to the University</p> <p>Knowledge of relevant research models, techniques and methods</p> <p>Ability to organise own workload</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | |
| <p>Personal Attributes</p> <p>Ability to work as part of a team</p> <p>Ability to work toward deadlines</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>E</p> <p>E</p> <p>E</p> | |