



UNIVERSITY OF PLYMOUTH

Role: Research Assistant
Grade: 5
Reports to: Academic Lead Social Work
Direct responsibility for: n/a

Role Summary:

Under the guidance of the {manager}, and as a member of the team, you are responsible for the delivery of research/grant application support to the social work team at the University of Plymouth. Undertaking basic research, including literature and database searches, contributing to peer reviewed papers and providing research and associated administrative support to academic colleagues within the social work team to enhance their research presence within the discipline. You will also be responsible for disseminating the work of the team via a variety of platforms, including social media, to enhance the reputation of the University of Plymouth at a national and international level, with the aim of impacting on the development and delivery of policy and practice across the social work profession.

Key Accountabilities:

- Ensures the delivery and continuous development of an effective and flexible research support service
- Follows the appropriate financial and regulatory policies, ensuring necessary regulations and standards are adhered to
- Provide support to the academic lead manager/staff group, as appropriate, for research projects and grant bids.
- Assist in the identification of research funding opportunities.
- Liaise with key stakeholders in research projects when required.
- Undertake basic research e.g. preparing, setting up, conducting and recording the outcomes of qualitative and quantitative research methods, development of questionnaires and conducting surveys including conducting literature and database searches.
- Perform basic data collection using a variety of appropriate techniques as required.

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery

- Assist with quantitative and/or qualitative analysis and writing up the results as directed by the academic lead/staff member leading the research.
- Disseminating the research findings by contributing to the production of final reports and publications.
- Presentation of relevant results at conferences and other venues if required.
- Contribute to the planning of the research project.
- Liaising with research colleagues and other research departments within the University on issues pertaining to research/ project son routine matters.
- Liaising with a network of internal and external contacts to assist with the work on any research/ project as appropriate.
- Assisting the academic lead / staff member with the day to day administration and organisation of the research as necessary.
- As part of development could be expected to contribute to introductory teaching and learning activities, for example on the use of research methods.
- Any other duties as may be reasonably required within the general scope of the role.
- To be familiar with research ethics requirements and the principles of good laboratory / research practice.
- Ensures all activities undertaken are in compliance with the University's Safety Policy
- Acts in a way that demonstrates the University's commitment to Equality and Diversity for staff, students and partners

Measures of Success:

- Successful delivery of key priorities and objectives agreed as part of the University's Performance Development Review
- Enhanced contribution from the Social Work team to the REF

Knowledge, Education & Training:

- First degree or equivalent in social care/health or allied professional subject i.e. Social Work/Sociology/Social Policy/Psychology (E)

Experience:

- Experience of research methods and techniques (E)
- Knowledge of social care environment (E)
- Knowledge of and experience undertaking qualitative/quantitative research (E)
- Working both independently and as part of a team (E)
- Conducting relevant research (D)
- Experience of academic research environment (E)

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- Experience of disseminating results, across a variety of platforms including social media (E)

Skills:

- Ability to prioritise and self-manage (E)
- Ability to work as part of a team (E)
- Excellent verbal and written communication skills (E)
- Excellent ability to use social media as a platform for promotion of the teams research/educational activity (E)
- Presentation skills (E)
- Ability to analyse and interpret the results of own research and to generate original ideas (E)
- Putting research grant applications together (D)
- An understanding of the role and awareness of the implications of the post's functions within a School/ Faculty /University context (E)

Other:

- Willingness to travel to other sites / conferences / events

University Behaviours:

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

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