Purpose of role
The purpose of this role will be to assist and support Dr Kate Law on her project ‘Fighting Fertility: Family Planning and Apartheid, c.1974-1994’. Duties will include: participant recruitment, conducting interviews, transcription, confidential data management, and assisting with the creation of a small exhibition detailing the history of Anti-Apartheid Movement activism in Nottinghamshire.

<table>
<thead>
<tr>
<th>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</th>
<th>% time per year</th>
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<tr>
<td>1. To work in conjunction with others in the research team to achieve objectives and deadlines of the research project. Undertake supervised research which may include planning, preparing, setting up, developing interview questions, conducting and recording the outcome of fieldwork within the framework of an agreed programme.</td>
<td>65%</td>
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<td>2. To carry out analyses and/or critical evaluations using specified and agreed techniques, approaches and/or models and document findings.</td>
<td>15%</td>
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<td>3. To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations including the writing of text for a public exhibition.</td>
<td>20%</td>
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## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        |  Excellent oral and written communication skills, including the ability to communicate with clarity on complex information  
    Ability to draft complex documentation with an ability to assimilate and convey complex information in a comprehensible way  
    Analytical ability to facilitate conceptual thinking, innovation and creativity  
    Ability to build relationships and collaborate with others, internally and externally  
    Ability to prioritise own work load and adapt in light of external priorities and pressures |  Demonstrates a desire to further develop skills and knowledge of research methods and techniques  
    Experience of writing for both academic and non-academic audiences  
    Evidence of showing initiative and a proactive attitude |
| Knowledge and experience |  Previous experience of working as a Research Assistant  
    Practical experience of applying specialist skills/ approaches and techniques required for the role  
    Evidence in use of research methodologies and techniques to work within research area.  
    Experience in participant recruitment  
    Experience in carrying out interviews  
    Experience of interview transcription |  Knowledge and experience of linguistic analysis  
    Experience of organising research events (dissemination, impact or public engagement)  
    Familiarity with principles of intersectionality in research |
| Qualifications, certification and training (relevant to role) |  Degree or equivalent in relevant subject area |  Master’s Degree, or equivalent in relevant subject area |
| Other |  Willing and able to travel regularly for role (UK only) |  Some flexibility in work pattern / working days may be required week to week |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

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Line manager

Role holder

Key stakeholder relationships
Women involved in feminist health activism
People involved in Anti-Apartheid Movement

Kate Law
Research Assistant
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