Job title: Research Assistant  
Job family and level: Research & Teaching Level 4a  
School/Department: Nottingham University Business School  
Location: Jubilee Campus

Purpose of Role

You will assist and support the research team in carrying out academic research for a project into underemployment. The project is a collaboration between the universities of Nottingham, Bristol, Salford, and the West of Scotland, funded by the UK Economic and Social Research Council (ESRC). You will work closely with the project leads in Nottingham: Dr Luis Torres and Professor Tracey Warren at the Nottingham University Business School.

Your role will be to carry out academic research which includes literature searches and supporting quantitative analysis of survey data. You will assist and support the research team in tracking levels of underemployment over time in the UK and across Europe, detailing the composition of the underemployed workforce, and pinpointing the predictors and outcomes of being underemployed.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
<tr>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

1. To undertake supervised research which includes supporting the data preparation, analysis and visualization of quantitative datasets within the framework of an agreed programme.

2. To conduct literature and database searches and carry out critical evaluations using agreed techniques and document findings.

3. To work in conjunction with others in the research team to achieve objectives and meet deadlines.

4. To prepare and present papers on research progress and outcomes to relevant groups including external bodies.

5. To communicate information and ideas to the research team, other academics, and relevant audiences.
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| ▪ Quantitative social research methods.  
▪ Data analytics and visualisation in R  
▪ Microsoft Excel proficiency  
▪ Literature and database searching  
▪ Ability to build relationships and collaborate with others  
▪ Ability to communicate with clarity on complex information. | ▪ Use of Stata and SPSS  
▪ Ability to deliver presentations  
▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques |

<table>
<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| ▪ Evidence of sufficient depth of research techniques to work in the research area  
▪ Experience of quantitative methodologies  
▪ Experience working with quantitative data  
▪ Practical experience of literature and database searches in the social sciences.  
▪ Experience of working collaboratively | ▪ Knowledge of Stata and SPSS  
▪ Some practical experience of applying the specialist skills approaches and techniques required for the role. |

<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| ▪ Degree or equivalent in a relevant subject area | ▪ Master’s Degree or equivalent in a relevant discipline  
▪ Any relevant training on R for data analysis |
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

![Diagram of key relationships with others]

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - Research team
  - Colleagues
  - Project partners
- **Nottingham Quantitative Lead**
- **Research Assistant**