



Job title	Research Assistant	Job family and level	Research and Teaching Level 4a
School/ Department	School of Health Sciences	Location	B floor, Medical School, QMC

Purpose of role

To assist and support the Director of Education and Student Experience team to complete and implement the outcomes from academic research into the barriers facing certain student groups. Findings from research will inform and develop strategies to support our reduction of the awarding/attainment gap for BAME and disabled students and increase continuation of mature students as part of our Attainment and Participation Plan (APP).

You will be expected to undertake literature searches, undertake analysis of data gathered from questionnaires, interviews and focus groups. To communicate research findings, draft research reports and strategy documents and help the team implement report recommendations. You will have the opportunity to use your initiative and creativity to identify areas for research and to extend your research portfolio.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To undertake supervised research which will include working with data gathered from questionnaires, focus groups and interviews within the framework of the Attainment and Participation Plan.	15%
2	To conduct literature and database searches and carry out data analysis using specified and agreed techniques, approaches and/or models and document findings.	5%
3	To review research data and lead the implementation of outcomes and recommendations emerging from the data in the School, working collaboratively with Directors and Academic Plan Leads.	40%
4	To prepare and present research reports on research progress and outcomes to relevant groups including external bodies and by publication.	20%
5	To continue to develop skills in and knowledge of research methods and techniques and contribute to the development of/or choice of techniques, models, methods, critiques and approaches.	5%
6	To communicate information and ideas to staff and students and advise and assist other staff/students within area of expertise.	5%
7	To build relationships with internal and external contacts to develop knowledge and understanding and form relationships for future collaborations.	5%
8	To work in conjunction with others in the School of Health Sciences research community, achieve objectives and deadlines of the research project.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Experience of interpreting and analysing results from interviews and focus groups. ▪ Ability to contribute to method improvement. ▪ Analytical ability to facilitate conceptual thinking, innovation and creativity. ▪ Ability to build relationships and collaborate with others, internally and externally. 	<ul style="list-style-type: none"> ▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Evidence of experience in qualitative research methodologies. ▪ Experience in producing research reports. ▪ Extensive knowledge of Equality, Diversity and Inclusion (EDI) principles and goals. ▪ Experience of working with diverse groups in focus groups/ interviews or other research or teaching context. 	<ul style="list-style-type: none"> ▪ Some practical experience of applying the specialist skills approaches and techniques required for the role. ▪ Evidence in use of research methodologies and techniques to work within research area. ▪ Understanding of safeguarding principles.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Master's Degree, or equivalent in relevant subject area. 	



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.



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

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

