Job title	Research Assistant	Job family and level	Research and Teaching Level 4a
School/ Department	Civil Engineering	Location	University Park

Purpose of role

The purpose of this role will be to assist and support the research team in carrying out academic research which include literature searches, developing questionnaires, conducting surveys, carrying out analyses and tests and drafting of reports.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To undertake supervised research which may include planning, preparing, setting up, conducting and recording the outcome of experiments and fieldwork, developing questionnaires and conducting surveys within the framework of an agreed programme.	40%
2	To conduct literature and database searches and carry out analyses and/or tests and/or critical evaluations using specified and agreed techniques, approaches and/or models and document findings.	20%
3	To contribute to the production of research reports and publications.	10%
4	To prepare and present papers on research progress and outcomes to relevant groups including external bodies.	10%
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 students and advise and assist other staff/students with in 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 research team, achieve objectives and deadlines of the research project.	5%

Person specification

	Essential	**Desirable**
Skills	▪ Oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Developing research skills. ▪ 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.	▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques ▪ Experience in handling software like Ansys, SolidWorks, MATLAB, AutoCAD
Knowledge and experience	▪ Evidence of sufficient breadth or depth of research methodologies and techniques to work in research area.	▪ Experience of writing journal/conference papers. ▪ Use of research methodologies and techniques to work within machine-learning.
Qualifications, certification and training (relevant to role)	▪ B.Eng. in Civil or Mechanical Engineering	▪ MSc in Civil or Mechanical Engineering

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

Line manager

Assistant Professor

Role holder

Research Assistant

Key stakeholder relationships

Research Group

Teaching Assistant

Others