Job title	Research Assistant	**Job family and level**	Research Level 4a
School/ Department	School of Sociology and Social Policy	**Location**	Based at the University Park Campus, working online and occasionally travelling to other cities for data collection and attending meetings

Purpose of role

The post holder will work with Dr Ruby Chau and Dr Sam Yu (external) on a project called 'Co-defining Social Policy and Social Policy Education – Our Discipline Our Say' funded by the Social Policy Association (SPA). The project aims to engage social policy academics from diverse backgrounds to co-define the discipline and the core elements of social policy education.

The post holder will assist in organising and delivering project activities, which include:

- online and in-person group sessions and individual interviews to involve at least 50 social policy academics from the UK and overseas
- online and in-person open forum discussion sessions
- producing blog posts, interim and final research reports
- steering group and project meetings
- general project administration

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Organising project activities** - To liaise with the SPA and other key partners in the recruitment of discussion groups and interview participants - To liaise with participants to arrange suitable times and formats for the discussion groups and interviews - To ensure all ethics requirements are met in setting up the discussion groups and interviews - To liaise with SPA conference organisers and other key partners to set up the open forum sessions - To liaise with steering group members and the team to set up meetings and provide administrative support at these meetings	30
2	**Data production and analyses** - To contribute to qualitative data collection as part of the team and individually	40

		- To provide administrative and technical support in group discussions, interviews and open forum discussions, including recording and transcribing - To contribute to the analysis of qualitative data as part of the team or individually	
3	**Writing and publication** - To support the planning and writing of the reports and blog posts		25
4	**Research sustainability** - To contribute ideas regarding future research developments following completion of the project.		5

Person specification

	Essential	Desirable
Skills	- Skills to collect and analyse qualitative data in a team or independently - Skills to organise online and in-person events and meetings in a team or independently - Skills to communicate with people in different contexts and with different backgrounds - Administrative and IT skills to support project operation	- Experience researching sensitive issues and/or demonstrable ability to engage with difficult topics - A track record of academic work and experience commensurate with career stage
Knowledge and experience	- Experience and training in qualitative research - An understanding of EDI (Equality, Diversity and Inclusion) issues in higher education - Experience in working or researching in public or social organisations	- An understanding of debates and research relating to social policy and social policy education - An understanding of co-production in research and practice
Qualifications, certification and training (relevant to role)	- Appropriate academic qualification in the social sciences or cognate disciplines	- Appropriate academic qualification in policy-related subjects and/or working towards a PhD in a relevant discipline

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.

Line manager	Principal Research Fellow
Role holder	Research Assistant
Key stakeholder relationships	Research and administrative team / Colleagues / Funder