



<b>Job title</b>	Research Assistant	<b>Job family and level</b>	Research and Teaching Level 4a
<b>School/ Department</b>	Sociology and Social Policy (Criminology)	<b>Location</b>	Law and Social Sciences, University Park

## Purpose of role

We are seeking a motivated and detail-oriented Research Assistant to support key aspects of this project, particularly the ethics application process and data collection activities. The successful candidate will work closely with the Principal Investigator, Co-Investigator and project partners to ensure smooth and ethical completion of the research.

Research conducted by Dr Lauren Hall and Dr Hannah Wilkinson, titled 'Ex-Military Status and Custodial Sentencing Outcomes' will investigate how ex-military status influences custodial sentencing outcomes and desistance prospects in England and Wales. Funded by the Forces in Mind Trust and in collaboration with Care After Combat (CAC) the project aims to:

- Explore veterans' experiences of sentencing and post-sentencing processes.
- Examine legal guidance provided to veterans.
- Inform future legal practice and support service design for justice-involved veterans.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	Assist in preparing and submitting ethics applications, including liaising with relevant ethics committees and partners.	20
2	Collect and manage fieldnotes from group discussions and interviews.	20
3	Support the arrangement, collection and analysis of sentencing remarks and interview data.	30
4	Maintain accurate records and ensure data security and confidentiality.	10
5	Contribute to literature reviews and preliminary analysis.	10
6	Assist in preparing research outputs and dissemination materials.	10

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational and communication skills.</li> <li>• Strong general IT skills, including proficiency in commonly used software such as Microsoft Outlook, Word, PowerPoint, and Teams.</li> <li>• Ability to work independently and collaboratively with diverse stakeholders.</li> <li>• Willingness to travel to prison sites across England and Wales (travel expenses covered).</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of identity-focused or desistance-based research frameworks.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Evidence of sufficient breadth or depth of research methodologies and techniques to work in research area.</li> <li>▪ Experience with research ethics applications and familiarity with ethical research practices.</li> <li>▪ Experience in qualitative data collection and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working with justice-involved populations or veterans.</li> <li>▪ Knowledge of sentencing practices or criminal justice systems in England and Wales.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A degree in criminology, sociology, psychology, law, or a related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A PhD in Criminology or a related discipline.</li> </ul>
<b>Statutory, legal or special requirements</b>		



## 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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
<b>Professional pride</b>	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
<b>Always inclusive</b>	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



