University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Research Assistant	Job family and level	R&T4a
School/ Department	School of Psychology	Location	University Park Campus

Purpose of role

The purpose of this role will be to support a research project led by Dr Lauren Marsh entitled *'Navigating Reasonable Adjustments: Empowering Neurodivergent PGRs through Transparency and Co-design'.* The project aims to address systemic barriers in the way that reasonable adjustments are implemented, specifically for neurodivergent postgraduate researchers. With this project we want to co-create a set of resources that will support students and supervisors to identify appropriate reasonable adjustments, including practical guidance that will improve inclusive practice at Higher Education Institutions.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Research Assistance** ▪ To undertake supervised research which may include research planning, preparing ethics applications, setting up, conducting, recording and analysing the data from surveys and focus groups.	40%
2	**Literature and Policy Reviews** ▪ Conduct literature and policy reviews to systematically document and synthesise existing advice and guidance on reasonable adjustment processes provided by different governing bodies.	10%
3	**Stakeholder Engagement** ▪ To assist with the organisation and running of stakeholder engagement events.	25%
4	**Resource Development and Dissemination** ▪ Design engaging resources which communicate the findings of the research to different audiences (including web content, presentations, guidance documents and manuscripts for publication).	25%

Person specification

	Essential	Desirable
Skills	• Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. • Ability to communicate with a wide range of individuals. • Developing research skills. • Ability to use software packages (e.g. Word, Excel, or Statistical Software like SPSS, Qualtrics). • Ability to build relationships and collaborate with others, internally and externally. • Ability to organise own time and plan and prioritise tasks effectively.	• Ability to use R for data handling and statistical analysis. • Ability to use graphic design software (e.g. Canva or similar to create engaging print materials).
Knowledge and experience	• Knowledge or lived experience of neurodiversity. • Knowledge of survey and focus group design. • Knowledge and experience of using quantitative and/or qualitative analysis methods.	• Experience of working with a range of neurodivergent people. • Experience of working with different stakeholder groups, including co-design activities. • Experience with creating resources for different audiences.
Qualifications, certification and training (relevant to role)	• Have a BSc/BA in a relevant area (e.g., Psychology, or equivalent) or have equivalent qualifications/ experience.	

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

