Job Description

Post/Job Title:	**Research Assistant**
Ref:	**FMC352**
Faculty/Professional Service:	**FMC**
Grade:	**4**
Location including building:	**Weymouth House, Talbot Campus**
Normal hours per week:	**37 hours per week**
Duration (Dates form and to):	**2 years**
Accountable to:	**Hongchuan Yu**

Job Purpose

- To undertake directed research activity as part of a research team and under the direction of a senior researcher or Principal Investigator.

- To consolidate work and records, produced by others within the project(s).

- To contribute to the delivery of a project by providing research, project management coordination and administrative support.

Main Responsibilities

Undertake research as directed, including data collection and assistance with data analysis.

Maintain accurate, complete and timely data and records in accordance with the appropriate protocol(s).

Consolidate work and records, produced by others within the project(s).

Assisting with dissemination of research findings.

Co-ordinate the day-to day administrative management of the project, including producing progress reports as required.

Act as first point of contact for the project(s) and liaise with colleagues from project partners as required.

Prepare documentation, for example, Research Ethical Governance, and associated paperwork including consent, participant information sheets, etc.

Contribute to the development of best practice guidelines and the design and delivery of education and/or professional practice activities in related subject areas.

Contribute to grant applications, publications and the dissemination of findings as appropriate.

Attend and participate in team meetings and committees as appropriate.

Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities. This may include gaining a Doctoral qualification if not already achieved.

Outline Person Specification

(Examples of Essential Knowledge and Skill Requirements, although some are likely to be desirable depending on the nature of the particular role)

- Expertise in subject area – at least at first degree level.
- Knowledge in computer science or other related engineering disciplines
- Experience of App development on Android and iOS
- Understanding of and ability to apply appropriate research methodologies as appropriate
- Understanding of relevant data analytical tools as appropriate.
- Able to work to deadlines.
- Analytical skills
- Excellent communication skills
- Strong administrative skills.
- Effective team-working skills.

Contacts

Internal: BU academics and support staff specialise in research and enterprise activities, as well as other senior university staff.

External: Research clients and sponsors, and collaborators within institutions both in the UK and overseas.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

March 2024

Person Specification

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Faculty / Service: FMC		Date: March 2024

SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
A first degree in computer science or relevant engineering subject areas	E
Masters in in computer science or relevant engineering subject areas	D
Relevant experience of App development on Android and iOS	E
Knowledge and experience of qualitative research designs and methods	D
Evidence of research skills	E
Skills	
Excellent interpersonal skills	E
Ability to work well both as team member and on own initiative	E
Research and writing skills to a publishable standard	D
Able to communicate well at all levels both internally and with external agencies	D
Attributes	
Highly motivated to work in subject area	E
Flexible, adaptable with strong team working skills	E
Able to identify research and enterprise activities relevant to research community	D