

<b>Position / Job Title:</b>	<b>Research Assistant – AHRC Peopling of the Tularosa Basin (Digital Curation) (RED ID 12822) (Fixed-Term)</b>
<b>Ref:</b>	<b>FST600</b>
<b>Location/Building:</b>	<b>Christchurch House - Talbot Campus</b>
<b>Faculty/Professional Service:</b>	<b>Faculty of Science and Technology</b>
<b>Group/Section:</b>	<b>Department of Life and Environmental Sciences</b>
<b>Duration if Temporary:</b>	<b>Fixed Term Until 31/03/2026</b>
<b>Normal Hours per Week:</b> (Some flexibility will be required in order to ensure that key time scales and deadlines are met).	<b>1 FTE</b>
<b>Grade:</b>	<b>4</b>
<b>Accountable to:</b> <b>Special conditions:</b>	<b>Dr Sally Reynolds</b> <b>Travel and fieldwork</b>

### **Job Purpose**

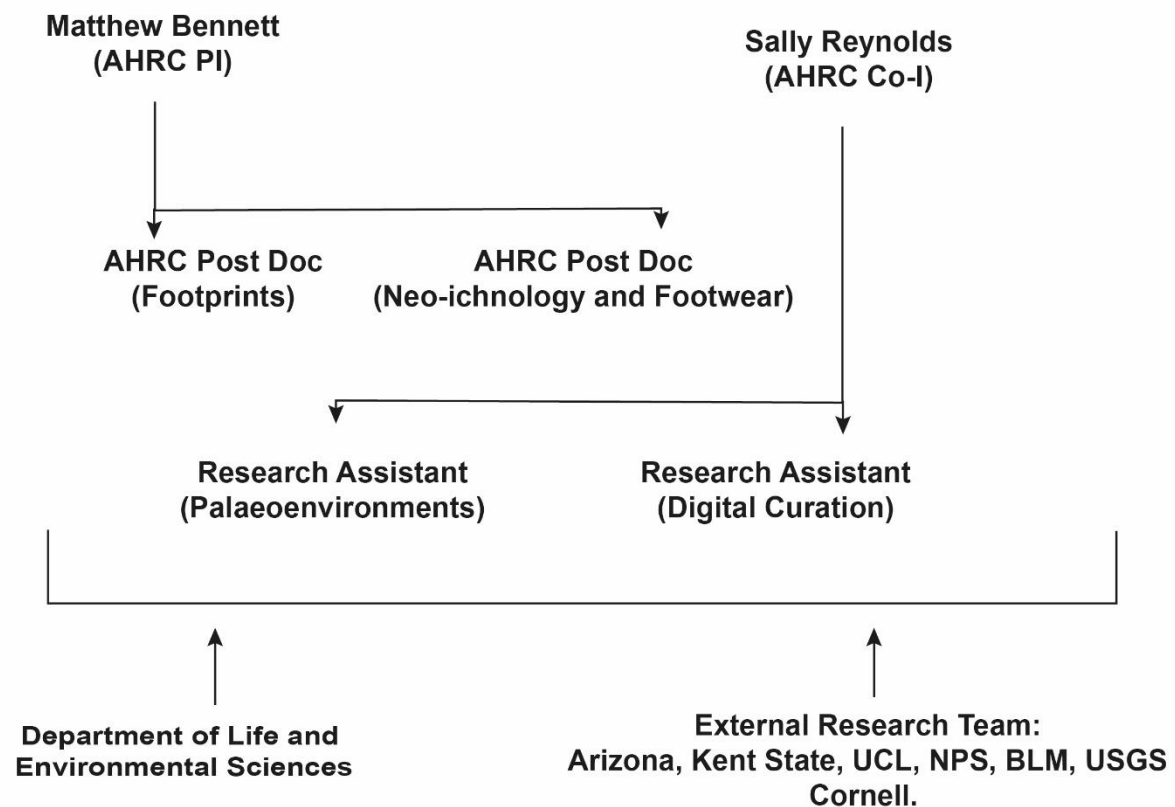
To undertake directed research activity as part of AHRC Peopling of the Tularosa Basin under the direction of the project's Co-Investigator. The project will explore the peopling of the Americas using footprints from White Sands National Park and from adjacent playas in the American Southwest. This is one of several positions associated with this prestigious AHRC award. This position focuses on supporting the project team across a range of activities with a focus on the collection and curation of digital data. One of the key tasks is to help the team with data curation and to make sure that this data is ready for public dissemination and archiving. We are also looking for someone to help with fieldwork in New Mexico and work with members of the First Nations interested in our research. There will be an opportunity to learn a range of different field and laboratory techniques as well as undertake fieldwork in New Mexico. The role of the Research Assistant is to contribute to its delivery by consolidating the work and records generated by the project and providing project management co-ordination and administrative support.

### **Main Responsibilities**

1. Undertake research as directed, including data collection and assistance with data analysis.
2. Maintain accurate, complete, and timely data and records in accordance with best practice in field research.
3. Consolidate work and records, produced by others within the project(s).
4. Co-ordinate the day-to day administrative management of the project, including producing progress reports as required.
5. Act as first point of contact for the project(s) and liaise with colleagues from project partners as required.

6. Prepare documentation, for site reports and publications and associated paperwork including consent, participant information sheets, etc.
7. Contribute to the development of best practice guidelines and the design and delivery of education and/or professional practice activities in Quaternary studies.
8. Contribute to grant applications, publications, and the dissemination of findings as appropriate under the supervision of the PI.
9. Supervise under/postgraduate students' projects, fieldwork, lab work, placements as appropriate
10. Attend and participate in team meetings and committees as appropriate.
11. 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.

## Organisation Chart



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## Dimensions

White Sands National Park (WNSA) has the largest known concentration of fossil Pleistocene footprints in the Americas. Recent dating has shown that human visitation occurred as early as the Last Glacial Maximum. This is an unparalleled archive documenting early human presence and their co-existence with extinct megafauna. However, these prints are fragile, and this evidence is eroding fast. With funding from the UK Arts and Humanities Research Council this three-year project will help to document and preserve this eroding resource by developing new research methods in ichnology along the way. Extensive documentation of excavations and natural sections has and is being undertaken both at White Sands and adjacent sites to build up a picture of the footprint record and these past environments. We need someone to help with fieldwork, data curation and to support the team across a range of activities including public outreach. There will be opportunities to lead on specific footwear/footprint projects as part of this post.

## **Contacts:**

**Internal:** Research project team, technical and support staff within the university

**External:** David Bustos (National Park Service), Kathleen Springer and Jeff Pigati (USGS), Tommy Urban (Cornell), Alison Smith (Kent State), Jonathan Holmes (UCL)

**Challenges:** What are the most difficult, complex or challenging parts of the job

The post-holder will need to travel both in the UK and in the USA and show a level of independence while doing so. Fieldwork is an important part of this post.

## **Information Governance Responsibilities**

### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### ***[Include for Chief Operation Officer Only]***

#### SIRO

- i. Overall risk owner for all information within BU.

### ***[Include for all Deans of Faculties or Directors/Heads of Professional Services Only]***

#### Data Owner

- i. Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).
- ii. Identify and manage data protection risks for their respective data.
- iii. Determine and approve the usage / access / retention / destruction requirements.

### ***[Include for all direct reports to Deans of Faculties or Directors/Heads of Professional Services Only]***

#### Data Steward

- i. Inspect, manage and monitor Information Governance compliance within their area.
- ii. Identify and manage data protection risks for the data used within their team/function.
- iii. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
- iv. Ensure access is provided where there is a clear justification and removed when it is not required.
- v. Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

## **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 bared 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**

NB:

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 the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**March 2024**



## Person Specification

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<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Expertise in geology, geography, or archaeology – at least to first degree level	<b>E</b>
Knowledge of GIS, Remote Sensing and/or Data Management	<b>E</b>
Experience of fieldwork and/or digital curation	<b>E</b>
Understanding of research design, research ethics and high quality data recording	<b>E</b>
Understanding of fieldwork best practices	<b>D</b>
Skills	
Ability to apply field-based research methods under direction	<b>E</b>
Ability to work to deadlines	<b>E</b>
Excellent communication skills	<b>E</b>
Strong administrative skills	<b>D</b>
Strong writing abilities	<b>D</b>
Attributes	
Analytical	<b>E</b>
Collegiate	<b>E</b>
Commitment to high quality research	<b>E</b>
Initiative	<b>E</b>