

Job Description

Position:	Research Associate
School/Service:	Research Institute for Social Mobility and Education (RISE)
Reference:	VCO-103/P
Grade:	Grade 5 (plus London Weighting)
Status:	1 year Fixed-term appointment
Hours:	Full-time (36.25 hours per week)
Reporting to:	Director of the National Centre for Higher Education Policy and/or the Head of Education Policy Research
Responsibility for:	Supporting the Research capacity of the Research Institute for Social Mobility and Education (RISE)

Main Function of the Position:

- Work collaboratively with the Director of National Centre for Higher Education Policy and/or the Head of Education Policy Research work on developing and implementing the research strategy for RISE.
- Responsible for supporting the building and managing the research capacity of RISE.
- Support the research project output, and have strong Knowledge of and competence in research design in the social sciences.

Principal Duties and Responsibilities:

1. To support and develop the project in conjunction with relevant stakeholders.
2. Support and manage the research capacity of RISE.
3. Maintain confidentiality of all research undertaken
4. Generate research outcomes from own and team's research efforts and to present timely progress reports at project meetings as required.
5. Support other areas of relevant research effort.
6. Update and report progress to supervisors on a weekly basis.
7. Write scientific papers for quality journals as well as Blogs for social media.
8. Ensure the research is conducted in accordance with ethical guidelines, keeping to the research timetable, and applying the most appropriate methodologies.
9. Maintain appropriate systems for organising, preparing, managing and analysing all data and ensure analysis is documented regularly and made accessible to all team members.

10. Coordinate and liaise with University/external stakeholders preparing and circulating relevant paperwork.
11. Lead on dedicated projects and events as appropriate.
12. Prepare and disseminate research and other materials and activities as appropriate
13. Maintain currency of knowledge with sector and research developments and insights and provide research intelligence in relation to the Project.
14. Undertake compulsory training courses as required by the University of Bolton.
15. Maintain personal and professional development and participate in appropriate staff development activities.
16. To carry out other duties within the scope of the role as requested by the Line Manager.
17. Support administrative research duties as required.
18. To comply with the requirements of Health and Safety, COSHH and other relevant legislation.
19. Ensure and maintain integrity and confidentiality of data and associated data protection and patent practices in line with statutory and corporate requirements
20. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position:	Research Associate	Reference:	VCO-103/P
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Criteria		Priority (1/2)	Method of Assessment
1 Qualifications			
1a)	First degree at honours level in a relevant subject	1	Application Form/ Documentation
1b)	A postgraduate qualification in a relevant subject area or equivalent experience	1	Application Form/ Documentation
1b)	A PhD or working towards	2	Application Form/ Documentation
2 Skills Knowledge			
2a)	Able to work individually and as a member of a team, as appropriate	1	Application Form/Interview
2b)	Able to plan and initiate research programmes	1	Application Form/Interview
2c)	Ability to work with a range of people from diverse backgrounds in the academic, policy and third sectors	1	Application Form/Interview
2d)	Effective written communication skills e.g. ability to write scientific reports and papers, letters, publications, prepare teaching sessions	1	Application Form/Interview/ Assessment
2e)	Effective oral communication skills e.g. able to do presentations, deliver teaching sessions, communicate with external peer groups, contribute to meetings	1	Application Form/Interview
2f)	Ability to work independently and undertake appropriate subject research	1	Application Form/Interview
2g)	Demonstrate effective analytical and problem solving skills	1	Interview
2h)	Ability to write project proposals for external funding	2	Application Form/Interview
2i)	Able to undertake group and individual training as appropriate	1	Application Form/Interview
3 Experience			
3a)	Research record during higher degree experience which demonstrates self-motivation and clarity of purpose	1	Application Form/Interview
3b)	A good working knowledge of Social Mobility and Education	1	Application Form/Interview
3c)	Experience in Social Mobility and Education	2	Application Form/Interview
3d)	Experience of working within the Social Mobility and Education sector	2	Application Form/Interview
3e)	Project management experience and team management or willingness to develop in this area.	1	Application Form/Interview
3f)	Experience and/or able to present at conferences, workshops and seminars	1	Application Form/Interview

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Criteria		Priority (1/2)	Method of Assessment
3g) Experience and ability to work successfully individually and as a member of a team,			Application Form/Interview
4 Personal Qualities			
4a) Able to handle confidential information with discretion and integrity		1	Interview
4b) Ability to generate new ideas and concepts		1	Interview
4c) Ability to work with people at all levels in an organisation		1	Interview
4e) Ability to assess risk and make decisions which have some defined risk content when designing/implementing project		1	Interview
4f) Able to use personal initiative when unforeseen challenges arise within a project		1	Interview
4g) Awareness of the requirements associated with operating within a customer service environment		1	Interview
4h) Commitment to continuous improvement and creative ways of working		1	Interview
4 i) Knowledge, understanding and sensitivity to stakeholders from a range of social and cultural backgrounds		1	Interview
5 Other			
5a) Willing to undertake staff development, which may take place outside the University		1	Interview
5b) Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Bribery Act, UKVI and Prevent.		1	Interview
5c) Commitment to the University's policy on equal opportunities and diversity		1	Interview
5 d) Available to work flexibly and remotely including evenings and weekend and across the normal academic year		1	Interview
5 e) Able to travel as appropriate in order to meet the requirements of the service		1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.