**Vac Ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Research Support Assistant |
| **Grade:** | GR5 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Job Summary:** | Under supervision work within specified research grants and/or projects, to undertake research, conducting and recording the outcome of experiments and fieldwork and conducting literature and database surveys. Provide administrative support and contribute to the preparation of results for internal/external audiences. |

**DUTIES:**

**Research**

* Undertake the collection research data; this may be through a variety of research methods, such as scientific experimentation, literature reviews, and research interviews
* Ensure that full and accurate documentation is kept for all work and ensure that all policies and processes, including quality assurance, are maintained and adhered to.
* Assist in the preparation and submission of papers for presentation at regional, national or international conferences and for publication in peer review journals.
* Carry out administrative tasks related to the delivery of the research, planning work to agreed specifications, time and quality standards.
* Deal with problems that may affect the achievement of research objectives and deadlines
* Maintain high standards of academic and commercial confidentiality. Comply with relevant protocols regarding data confidentiality and security.
* Develop skills in relevant research methodologies.
* Attend and contribute to research/subject group meetings.
* Engage with and participate in the University's appraisal process as reviewer and/or reviewee, as appropriate.
* **[FOR FIXED TERM ROLES ONLY:** <LJMU are committed to adhering to the Principles set out in the Researcher Development Concordat; in line with this all fixed-term researchers will be supported to complete 10 days professional development activities per year (pro-rata).>

**Citizenship**

* Contribute to a supportive working environment and develop productive working relationships with other team members.
* Attend and contribute to staff meetings.
* Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events.
* Act as an ambassador for the University in all interactions with current and prospective staff and students, visitors to the University, external partners, media and general public.
* Promote the University’s values of an inclusive and diverse community.

**Post Specific Duties**

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* Any other duties commensurate with the grade as deemed necessary by the Director of >.
* A commitment to LJMU’s values and regulations and Equality and Diversity Policy.
* Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
* Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy.
* The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.
* For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
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| **Desirable Factors** | **Evidence** |
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A=Application Form I=Interview P=Presentation R=Reference

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

