**Job Title: Graduate Research Assistant**

Grade: 6

Department:

Hours/Contract: 0.1867 FTE Fixed Term Contract

Job Family: Teaching and Research

Reference: GRA

Funding for this post is available for four years. Appointment to the post is subject to formal confirmation that you are registered, and continue to be registered for the duration of your post as a full-time student with the University of Leicester.

Role Purpose

Undertake research-related activities supporting the work of the Department, and in doing so will aid in developing and enhancing both its internal and external reputation.

Resources Managed n/a

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| **Main Duties and Responsibilities** | **% Time** |
| Research related duties include:   * To pursue research of high quality in any areas of the academic Department, as part of a PhD degree registered in the Department. * To disseminate the results of research and scholarship through the Department’s different research and dissemination forums. * To ensure that all research activities undertaken are in compliance with the ‘Research Code of Conduct’ operated by the University * Consistent with resources available and departmental and other obligations, to attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the department. * To contribute fully to the thriving research culture of the department, through attendance and participation in research seminars, relevant special interest groups, the annual departmental research conferences and other means, as appropriate. * To undertake, subject to agreement of the Head of Department and the University as appropriate, external commitments which reflect well upon and enhance the reputation of the University. | 20 |
| **Internal and External Relationships** | |
| **n/a**  **n/a** | |
| **Planning and Organising** | |
| n/a | |
| **Qualifications, Knowledge and Experience** | |
| **Essential**   * **Honours Degree** with a minimum classification of 2:1 or equivalent qualification from recognised Institution \* * **MA degree** in relevant subject from a British university or equivalent qualification from a recognised institution\* * You must provide evidence of **English language competency** if English is not your first language\* | |
| **Skills, Abilities and Competencies** | |
| **Essential**   * Ability to initiate, develop and deliver high quality research likely to lead to the award of a PhD under supervision by academic staff, evidenced by acceptance to the Department’s PhD programme or an equivalent programme at the University\* * **High standard** of written communication skills\* * Research experience is required e.g. through a previous degree or a professional context\* * Skills in the analysis of qualitative and quantitative data and n the use of appropriate analysis software such as SPSS or NVivo. * **Good effective oral communication skills, presentation and training skills.** * **Good interpersonal skills** * **Ability to work independently as well as part of a team on research and teaching related activities** * Competency in IT and familiarity with a computerised environment. \*   ***\*Criteria to be used in shortlisting candidates for interview*** | |
| **Reason for Fixed Term Contract (DELETE IF NOT REQUIRED)** | |
| The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment. | |
| **Teaching Requirements (DELETE IF NOT REQUIRED – (For Chem, Maths and Eng only)** | |
| If requested, you may be expected to undertake teaching, tutoring and administrative duties across a range of modules, particularly in the delivery of teaching modules in China that are part of the Department’s collaborative partnership programmes in the People’s Republic of China. | |
| **Additional Screening Requirements (DELETE IF NOT REQUIRED)** | |
| **NURSES AND MIDWIVES ONLY**  If you work in education If you are a nurse, midwife or nursing associate and are employed in education it is likely that your employer will have an appropriate indemnity arrangement for you. Arrangements may vary between employers and so you should always check with them. You need to ensure that your indemnity arrangement provides cover for all aspects of your role, particularly if some aspects are in a practice setting (for example, practice placement based teaching or providing support for learning and assessment in practice settings).  You must be registered with the NMC, maintain appropriate professional indemnity and abide by the codes of professional practice for the duration of this post.  You are required to participate in an annual appraisal, have active involvement in continuing professional development in line with best practice and maintain appropriate records such that the NMC will grant successful revalidation of fitness to practice every three years as required.  You must provide evidence of successful revalidation to the College HR office.  Lapsing your registration may render you subject to disciplinary action and you cannot be lawfully employed should registration lapse.  Where the duties of a post involve work with NHS patients, identifiable patient data and/or patient material/tissues, or NHS staff or their data for the purposes of teaching and/or research it is necessary to ensure that the performance of the duties attached to the post is covered by NHS indemnity and governance arrangements and the appointee must comply with all such arrangements. It is your responsibility to ensure, in liaison with the University, that appropriate cover is in place for this work. You are required to advise the University immediately if the honorary arrangements with the Trust/s terminated or withdrawn or if at any time you are subject to disciplinary action under these arrangements. | |
| **Criminal Declaration (DO NOT DELETE) and Disclosure and Barring Service (DBS). (DELETE IF NOT REQUIRED)** | |
| If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.  This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an [enter level of disclosure].  Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard. | |
| **NHS Research Governance (DELETE IF NOT REQUIRED)** | |
| Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance. | |
| **Supporting University Activities** | |
| As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required. | |
| **University Values** | |
| **Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community | |
| **Equality and Diversity** | |
| We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion. | |