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| **Job title** | Casual Research Assistant |
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| **Hourly rate** | £10.50 |
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| **Role purpose** | To support the activities of research projects and contribute to project outcomes |

**Responsibilities**

* Assist other Research Project Team members in areas such as project timetabling, coordinating events, evaluation of activities, development of resources and materials relevant to the project etc
* Gathering and inputting of relevant data (possibly including basic laboratory work under supervision)
* Analysing data to be included in overall project outputs
* Contributing to report writing
* Organisation of focus groups /interviews/testing/client meetings etc on behalf of the Research Team
* Other Administrative duties to support the Research Project Team

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|  | **Details** | **Essential or** **Desirable**  | **Evidence** |
| **Attainment** e.g. relevant qualifications | 1st degree in a relevant discipline, or equivalent experience | D |  |
| **Experience**Type of experience and specific knowledge required for this job | Experience of gathering and analysing data, coordinating events and providing administrative support for research projects | D |  |
| **Competencies**Skills and abilities required for effective performance | Ability to work effectively as part of a team and on own initiativeExcellent written and verbal communication skillsAbility to organise own work and meet deadlinesAwareness of current research policy including governance and ethics | EEED |  |