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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 initiative  Excellent written and verbal communication skills  Ability to organise own work and meet deadlines  Awareness of current research policy including governance and ethics | E  E  E  D |  |