



**Faculty of Humanities and Social Sciences**

**School of Social, Historical & Literary Studies**

**RESEARCH ASSISTANT**

**ZZ004269**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term (until 31 August 2020)**

**Part-time (0.3 fte)**

Salary is in the range from £6,664 - £7,718 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 11.1 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**JOB DESCRIPTION**

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| **Job Title:** | Research Assistant  |
| **Grade:** | 4 |
| **Faculty/Centre:** | FHSS |
| **Department/Service:****Location:** | SSHLS |
| **Position Reference No:** |  ZZ004269 |
| **Cost Centre:** | Jean Monnet Centre of Excellence |
| **Responsible to:** | Karen Heard-Laureote |
| **Responsible for:** | N.A. |
| **Effective date of job description:** | October 2017 |

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| **Purpose of Job:** |
| Working under clear guidance from Dr Karen Heard-Laureote (project research director), this role will involve assisting with the preparation of funding bids, helping to organise workshops and conferences, and developing network links with both academic and professional communities. The RA will have a key role in enhancing and managing the Jean Monnet project social media profile and designing and developing a project website domain. It is intended that the post holder will have opportunities to conduct their own research related to the broad themes covered by the Jean Monnet project. |

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| **Key Responsibilities:**  |
| To assist in the preparation of external funding bids.1. To assist in the organisation of workshops, conferences, and other related events.
2. To develop, enhance, and manage the Project website and social media platforms.
3. To assist with research activities and help present research findings to a variety of stakeholders.
4. To assist in the cultivation of network links with academics, practitioners, and other organisations or communities.
5. Develop or contribute to research papers submitted for publication.

**Additional expectations of the role holder**1. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload
2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations
3. To attend team meetings when required providing relevant and timely information, in order to aid decision making
4. To solve minor problems that may occur during the length of the research project using guidelines or a set of procedures
5. To assist with the collection and analysis of data from the project.
6. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
7. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
8. Any other duties as required by the Principal Investigator/Head of Department
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| **Working Relationships:**  |
| 1. Closely managed by a senior academic or Principal Investigator
2. Working with other researchers in the team
3. Liaising with research colleagues and support/technical staff on day-to-day issues
4. Working alongside students operating in the same department
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**PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of contemporary European politics and political affairs | E | AF/S |
|  | Knowledge and experience of or willingness to develop the capacity for website domain development and management | E | AF/S |
|  | Very good knowledge of social media platforms | E | AF/S |
|  | Experience of academic research linked to European politics | D | AF/S |
|  | Experience of writing funding bids | D | AF/S |
|  | Experience of organising or helping to organise academic workshops and conferences | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to solve problems when they occur | E | AF/S |
|  | Ability to plan, organise and prioritise workloads | E | AF/S |
|  | Excellent communication and interpersonal skills | E | AF/S |
|  | Good presentation skills | E | AF/S |
|  | Ability to design and develop a website domain | E | AF/S |
|  | Ability to work individually and as part of a team | E | AF/S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree in an appropriate discipline (e.g. Politics, International Relations) | E | AF |
|  | Possessing or nearing completion of a PhD qualification in an appropriate discipline (as above) | D | AF/S |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work to tight deadlines | E | AF/S |
|  | Ability to move between different task with relative ease  | E | AF/S |
|  | Ability to engage with a broad range of people, from academic specialists to the general public.  | E | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace Stressors (e.g. workplace demands, role clarification, relationships etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | KAREN HEARD-LAUREOTE |
| **Date** | 4th October 2017 |
| **Extension number** | 2285 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.