Job Description

Position: Research Assistant – AI and Computer Science

School/Service: Arts and Creative Technologies

Reference: ACT190/P

Grade: 6

Status: Two-years fixed-term

Hours: Full-Time

Responsible to: Relevant Head of School under the direction of Head of Centre Research Co-ordinator

Main Function of the Position

To provide specialist support for academic research by named members of university staff working on designated research projects.

To carry out operational tasks in the research process such as ethics clearance, data collection, data analysis and preliminary write up of research articles.

To be a co-author of relevant research papers where the intellectual contribution exceeds directed operational execution of agreed research activity and is in line with publication credit policies.

Principal duties and responsibilities:

1. Provide support for named research active staff and undertake primary data collection

2. Undertake literature reviews and background research analyses

3. Carry out data analyses under the direction of PI and the writing up of research for academic publication.

4. Support research data management (e.g. anonymisation; preparation of data for submission to open data repositories and preparation for REF submission)

5. Support research project administration including finance management

6. Where appropriate, generate research outcomes in the context of the project and/or team's research efforts

7. Disseminate research outcomes internally and externally.

8. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements

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9. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

10. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

11. Other relevant duties as required

Note: This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position:	Research Assistant AI and Computer Science	Reference:	Act-190/P

	Criteria	Priority (1/2)	Method of
Service: As specified		**Priority**	
1	**Qualifications**		
1 a)	Educated to degree level in relevant discipline	Priority 1	CV / Documentation
1 b)	Postgraduate qualification,or equivalent relevant experience	Priority 1	CV / Documentation
2	**Skills**		
2 a)	Research design skills relevant to specific discipline	Priority 1	CV/ Interview /
2 b)	Data collection and analysis skills relevant to specific discipline	Priority 1	CV/ Interview /
2 c)	Research paper drafting skills relevant to specific discipline	Priority 1	CV/ Interview /
2 d)	Ability to work on own initiative and problem solve using creativity and innovation	Priority 1	CV/ Interview /
2 e)	Strong team working skills and the ability to work flexibly in a team	Priority 1	CV/ Interview /
2 f)	Excellent communication, networking, negotiation and influencing interpersonal skills	Priority 1	CV/ Interview /
2 g)	Overall excellent IT skills in relevant software packages	Priority 1	CV/ Interview /
2h)	Ability to use research and literature databases	Priority 1	CV/ Interview /
2i)	Ability to write draft of Impact Case Study in relevant discipline or capable of learning how to do so	Priority 1	CV/ Interview /
3	**Experience / Knowledge**		
3 a)	Credible experience of undertaking research involving data collection	Priority 1	CV/ Interview /
3 b)	Good levels of knowledge of contemporary research topics in the relevant discipline	Priority 1	CV/ Interview /
3 c)	Good levels of knowledge of contemporary research methods in the relevant discipline	Priority 1	CV/ Interview /
3 d)	Good levels of knowledge of contemporary research ethics in the relevant discipline	Priority 1	CV/ Interview /
3 e)	Knowledge of the REF2029 process, the role of UKRI in research policy and management	Priority 2	CV/ Interview /
4	**Personal Qualities**		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail but also able to identify broader implications and contribute to strategic thinking	Priority 1	Interview
4 b)	Efficient and well organised, personally	Priority 1	Interview
4 b)	Supportive and collegiate, sensitive to participant needs and cultural differences whilst able to influence and challenge	Priority 1	Interview

	appropriately		
4 c)	Self-motivating and proven ability to work unsupervised	Priority 1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative waysof working	Priority 1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	Priority 1	Interview
4 g)	Able to build personal credibility and authority, including withacademics, professional services and senior management	Priority 1	Interview
5	**Other**		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the relevant projects and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policies on Equality of Opportunity and Dignity at Work	Priority 1	Interview
5 c)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	Priority 1	Interview
5 d)	Able to travel as required nationally and internationally.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required