**Vac Ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Research Support Assistant |
| **Grade:** | GR5 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Job Summary:** | Under supervision work within specified research grants and/or projects, to undertake research, conducting and recording the outcome of experiments and fieldwork and conducting literature and database surveys. Provide administrative support and contribute to the preparation of results for internal/external audiences. |

**DUTIES:**

**Research**

* Undertake the collection research data; this may be through a variety of research methods, such as scientific experimentation, literature reviews, and research interviews
* Ensure that full and accurate documentation is kept for all work and ensure that all policies and processes, including quality assurance, are maintained and adhered to.
* Assist in the preparation and submission of papers for presentation at regional, national or international conferences and for publication in peer review journals.
* Carry out administrative tasks related to the delivery of the research, planning work to agreed specifications, time and quality standards.
* Deal with problems that may affect the achievement of research objectives and deadlines
* Maintain high standards of academic and commercial confidentiality. Comply with relevant protocols regarding data confidentiality and security.
* Develop skills in relevant research methodologies.
* Attend and contribute to research/subject group meetings.
* Engage with and participate in the University's appraisal process as reviewer and/or reviewee, as appropriate.
* **[FOR FIXED TERM ROLES ONLY:** <LJMU are committed to adhering to the Principles set out in the Researcher Development Concordat; in line with this all fixed-term researchers will be supported to complete 10 days professional development activities per year (pro-rata).>

**Citizenship**

* Contribute to a supportive working environment and develop productive working relationships with other team members.
* Attend and contribute to staff meetings.
* Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events.
* Act as an ambassador for the University in all interactions with current and prospective staff and students, visitors to the University, external partners, media and general public.
* Promote the University’s values of an inclusive and diverse community.

**Post Specific Duties:**

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* Any other duties commensurate with the grade as deemed necessary by the Director of >.
* A commitment to LJMU’s values and regulations and Equality and Diversity Policy.
* Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
* Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU’s Environmental Management and Sustainability Policy and the Climate Change Action Plan.
* The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Executive Leadership Team, are contained in Section 2 of the University’s Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder’s mandatory Environmental Management responsibilities are contained in Section 2 of the University’s Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
* For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
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| **Desirable Factors** | **Evidence** |
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A=Application Form I=Interview P=Presentation R=Reference

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| **Benefits of working with us** |
| **Annual leave:** allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays. |
| **Pension:** access to a generous defined benefit pension scheme. |
| **Travel:** various interest free travel loans for annual season tickets and cycle to work scheme. |
| **Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible. |
| **Health and wellbeing:** we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities. |
| **Professional development:** LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring. |
| Community: there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in our Diversity and Inclusion Staff Networks. There is also an opportunity to give to charities through the Payroll Giving scheme. |
| ‘More For You’ from Vivup: in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services. |

