

## Candidate Information

<b>Position:</b>	Research Assistant
<b>School/Department:</b>	School of Social Sciences, Education and Social Work
<b>Reference:</b>	19/107157
<b>Closing Date:</b>	Friday 1 March 2019
<b>Salary:</b>	£27,831 per annum
<b>Anticipated Interview Date:</b>	Tuesday 19 March 2019
<b>Duration:</b>	10 Months

### JOB PURPOSE:

To be an active member of the Centre for Evidence and Social Innovation, assisting in the planning and delivery of research activity in relation to the Crisis UK funded project which will involve contributing to three systematic reviews on homelessness (being undertaken by the Campbell UK & Ireland Centre), so that the overall research objectives of the project are met.

### MAJOR DUTIES:

1. Support the research team in undertaking three systematic reviews in the area of homelessness, including: drafting title registrations and protocols; overseeing literature searching; and screening of outputs.
2. Contribute to the preparation and analysis of both qualitative and quantitative data for the reviews, including: coding data; dataset cleaning and management, and qualitative and quantitative data analysis under the supervision of the principal investigator.
3. Present regular progress reports on the project to the research team.
4. Write up findings of own work and contribute to the production of progress briefings for the funder, research reports and publications.
5. May contribute to introductory courses, for example, on the use of research methods and equipment.
6. May carry out undergraduate supervision/demonstrating/teaching duties under direction.
7. Carry out routine administrative duties as required, e.g. arranging research team meetings.
8. Carry out any other duties designated by a line manager and which fall within the general ambit of the post.

### Planning and Organising:

1. Plan own day-to-day activities within the timescales of the research programme.
2. Contribute to the planning of the research project, reports and publications.

### Resource Management Responsibilities:

1. Ensure research resources are used in an effective and efficient manner.
2. Provide guidance as required to support staff who may be assisting with the project.

### Internal and External Relationships:

1. Liaise with research colleagues and support staff on routine matters.
2. Liaise with colleagues from external agencies as necessary.
3. Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
4. Attend and contribute to relevant meetings

### ESSENTIAL CRITERIA:

1. An upper second class honours degree (or equivalent) in Education, Psychology, Sociology or cognate discipline.
2. A Master's degree involving a significant element of social science research training.
3. At least one year of relevant experience working on a funded research project in education or the social or health sciences (not counting research experience gained as part of a degree or postgraduate qualification).

4. Experience of using quantitative and/or qualitative research methods.
5. A good understanding of systematic reviews.
6. Willingness to undertake additional training in statistics/research methods and other related skills as required.
7. Excellent verbal and written communication skills.
8. Ability to communicate information and ideas effectively.
9. Ability to work on own initiative and as part of a team.
10. Ability to plan and organise workload to meet standards and deadlines.
11. Willingness to travel around the UK as required.
12. Ability to meet the mobility needs of the post.

**DESIRABLE CRITERIA:**

1. Have, or be about to complete a PhD in sociology, social policy, psychology, education or cognate area.
2. Experience as a co-author of a systematic review equivalent to a Campbell or Cochrane review.
3. Experience of using programmes often used in the systematic review process (such as RevMan, EPPI Reviewer, Covidence, Abstrackr)
4. Experience of undertaking statistical analysis, including the use of multivariate analyses such as regression and meta-analysis using statistical software packages (such as SPSS, Stata, R).
5. Experience of undertaking qualitative data analysis.
6. Experience of working in the area of homelessness.