

Candidate Information

Position:	Research Assistant
School/Department:	Research (SSESW)
Reference:	23/111194
Closing Date:	Monday 4 September 2023
Salary:	£31,396 - £32,982 per annum
Anticipated Interview Date:	Monday 25 September 2023
Duration:	Fixed Term (Part Time 0.5 FTE) for 22 months, or available until 30/08/2025, whichever is sooner

JOB PURPOSE:

To be part of the research team working on the all-island Migrant and Employer Strategies post Brexit project. The project is a collaboration between Queen's University Belfast (QUB) and Trinity College Dublin (TCD), funded under the HEA North-South Research Programme. The Research Assistant position is based in the School of Social Sciences, Education and Social Work, QUB.

MAJOR DUTIES:

1. Undertake research activities including contributing towards literature review, quantitative data analysis, qualitative data collection and analysis.
2. Research administration including organisation of interviews and transcription.
3. Help prepare material for publication in national and international journals, presentations at conferences, press releases and social media sites.
4. Other specific duties as allocated by the project leads.

ESSENTIAL CRITERIA:

1. Degree or equivalent in the social sciences or similar area.
2. Have or be about to obtain a postgraduate qualification involving a significant element of social science research training.
3. Experience in conducting literature reviews, quantitative and qualitative data collection and analysis.
4. Ability to organise events or meetings.
5. Willingness to undertake additional training in statistics/research methods and other related skills as required.
6. Ability to analyse and communicate effectively, in written form, digital presentations and oral presentations.
7. Independent time management skills and attention to detail.
8. Ability to assess and organise resources.
9. Evidence of being able to work flexibly and to meet deadlines.
10. Willingness to work as part of a team.
11. Willingness to travel by public transport/car to fulfill the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Experience of working on collaborative research projects.
2. Experience of using NVivo or other software for analysing qualitative data.
3. Experience in using statistical packages, such as SPSS or Stata.
4. Experience of successfully organising meetings and/or events.
5. Experience of utilising reference management software.
6. Experience of writing reports.