Research Assistant

COLLEGE OF XX
SCHOOL/INSTITUTE XX

GRADE 6

Job Purpose

You will contribute to a project *[Title/Aim]* working with *[PI's name and/or Partners name].* The successful candidate will also be expected to contribute to the formulation and submission of research publications and research proposals as well as help manage and direct this complex and challenging project as opportunities allow.

Main Duties and Responsibilities

Perform the following activities in conjunction with and under the guidance of the Principal/Co Investigator:

1.   Plan and conduct assigned research individually or jointly in accordance with the project deliverables and project/group/School/College research strategy.

2.   Document research output including analysis and interpretation of all data, maintaining records and databases, drafting technical/progress reports and papers as appropriate.

3.   Develop and enhance your research profile and reputation and that of The University of Glasgow/School/Research Group, including contributing to publications of international quality in high profile/quality refereed journals, enhancing the research impact in terms of economic/societal benefit, and gathering indicators of esteem.

4.   Contribute to the presentation of work at international and national conferences, at internal and external seminars, colloquia and workshops to develop and enhance our research profile.

5.   Contribute to the identification of potential funding sources and to assist in the development of proposals to secure funding from internal and external bodies to support future research.

6.   Collaborate with colleagues and participate in team/ group/ meetings/ seminars/ workshops across the research Group/School/College/University and wider community.

7.   Contribute to the organisation, supervision, mentoring and training of undergraduate and/or postgraduate students and less experienced members of the project team to ensure their effective development.

8. Perform administrative tasks related to the activities of the research group and School, including Budgets/Expenditure.

9. Carry out modest Teaching activities [e.g. demonstrating etc.] and associated admin as assigned by the Head of School and in consultation with Principal Investigator.

10. Keep up to date with current knowledge and recent advances in the field/discipline.

11. Engage in continuing professional development activities as appropriate.

12. Undertake any other reasonable duties as required by the Head of School/Director of Research Institute.

13. Contribute to the enhancement of the University's international profile in line with the University's Strategic Plan, Inspiring People Changing The World.

Qualifications

- SCQF Level 10 [Honours degree] in a relevant subject or a cognate discipline, or equivalent

- Specialist theoretical and practical knowledge of XX [project specific]

- A comprehensive and up-to-date knowledge of the wider subject area or subject specialism

Desirable

- An awarded [or recently submitted or near completion] PhD in subject specialism or equivalent

Knowledge, Skills and Experience

Essential

- Project or subject specific skills

- Research creativity and cross-discipline collaborative ability as appropriate

- Excellent communication skills [oral and written], including public presentations and ability to communicate complex data/concepts clearly and concisely

- Excellent interpersonal skills including team working and a collegiate approach

- Appropriate workload/time/project/budget/people management skills

- Extensive IT and data analysis/interpretation skills as appropriate

- Self-motivation, initiative and independent thought/working

- Problem solving skills including a flexible and pragmatic approach

Experience

Essential
- Sufficient relevant research experience [or equivalent] appropriate to an early career researcher

- Project or subject specific experience

- Experience of scientific writing

- Proven ability to deliver quality outputs in a timely and efficient manner

- Evidence of an emerging track record of publications in a relevant field