

RESEARCH ASSOCIATE - CENTRE FOR RESEARCH IN SOCIAL POLICY (CRSP)

Job Ref: REQ17343

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

<http://www.lboro.ac.uk/research/crsp/>

Job Description

Job Grade

Specialist and Supporting Academic Grade 6

Job Purpose

To undertake a combination of primary qualitative research and analysis of evidence on topics related to low income and poverty.

Job Duties

- To carry out qualitative research projects into the experience of low income and related issues, undertaking in-depth interviews.
- To facilitate focus groups asking members of the public about minimum household needs, as part of the team researching minimum budgets using the Minimum Income Standards (MIS) methodology.
- To plan and design projects and analyse and write up results for both the focus group and the in depth interview research.
- To analyse research evidence, drawing both on literature and data as required.
- The post-holder will be expected to organize his/her own workload in collaboration with other members of the team.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

In the course of fieldwork and knowledge exchange it will be necessary to travel away from home for short periods. It will also be necessary on occasion to work unsociable hours (some of the fieldwork will be in the evening). In such instances, due warning will be provided, and 'time off in lieu' arrangements may be implemented in accordance with University guidelines.

Organisational Responsibility

Reports to: Research Fellow

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Critical engagement in current social policy issues	1,3
	Proven understanding of research methodology and quality assurance issues	1,3
	Organising and conducting qualitative research	1,3
	Experience of analysing social and economic data	1,3
Skills and abilities	Qualitative research skills	1,3
	Analysis to address social policy issues	1,2,3
	Demonstrate good verbal and written communication skills and an ability to liaise with stakeholders	1,3
	Able to write to the standard required for academic papers and published reports	1,3
	A good level of numeracy and understanding of data	1,2,3
	Excellent organisational skills	1,3
	Commitment to research	1,3
	Approachable	1,3
	Flexible	1,3
	Willing to work as a member of a team	1,3
Training	Training in qualitative and quantitative research methods	1
Qualifications	Good honours degree in a relevant subject	1

Desirable Criteria

Area	Criteria	Stage
Experience	Good understanding of poverty and income issues	1,3
	Focus group research	1,3
	Research project management	1,3
Skills and abilities	Project management	1,3
Qualifications	PhD in a relevant subject (or close to completion)	1

Conditions of Service

The position is full-time and open-ended. Salary will be on Specialist and Supporting Academic Grade 6, (£29,301 to £38,183) per annum, at a starting salary to be confirmed on offer of appointment, plus pay award effective from 1 August 2017.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Professor Donald Hirsch, Director of the Centre for Research in Social Policy, by email at: d.b.hirsch@lboro.ac.uk.

Applications

The closing date for receipt of applications is **11 May 2017**.

Interviews will be held on **22 May 2017**.