

## Research Assistant

REQ181038

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Department summary

Department of Communication, Media, Social and Policy Studies, Loughborough University:  
<http://www.lboro.ac.uk/departments/socialsciences/>

The Department of Communication, Media, Social and Policy Studies at Loughborough University is seeking to appoint a research assistant who will be based in Loughborough University London. This temporary, part-time post is part of Professor Emily Keightley's project "Migrant Memory and the Postcolonial Imagination". The project explores cultural memories of the 1947 Partition of British India as they are performed and circulated in South Asian communities in the UK. A researcher with good community links in the Loughborough area and experience of collaborating with non-academic partners is required to support data collection and analysis. The post-holder will liaise with the project team at Loughborough University London to facilitate data collection in the form of ethnographic interviews / focus groups and community activities.

### Job Description

#### Job Grade: Research Grade 5

#### Job Purpose:

To assist the project team with data collection in the form of ethnographic interviewing, focus groups and community activities as part of the project "Migrant Memory and the Postcolonial Imagination" (The Leverhulme Trust). The post will be based primarily at the Brady Centre with Tower Hamlets Council, a key project partner.

#### Job Duties:

- To recruit Tower Hamlets-based participants for the project. (Participants will include people to take part in community activities and also interviewees.)
- To make connections with relevant community groups in the Tower Hamlets area and pursue collaborative activities with them
- To conduct interviews with people of South Asian heritage in Tower Hamlets
- To facilitate community activities where appropriate
- To transcribe interviews and focus groups
- To assist with the organisation of project events

#### 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:**

As this post will involve research with migrants who are sensitive to the misrepresentation of their views, the RA will require experience working with migrant communities.

Much of the work will be conducted during normal working hours (e.g. online data collection and transcription). Fieldwork may require some working outside of standard office hours (e.g. in the evening). The researcher will therefore be required to work flexibly and will be given time off in lieu in respect of these out of hours commitments during periods of data collection. Costs associated with the fieldwork will be met in line with Loughborough University's expenses policy.

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.

## 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
<b>Experience</b>	Experience and knowledge of South Asian communities in the UK.	1,3
	Have experience of community leadership in the area of arts and culture.	1,3
	Experience collaborating with academics to assist with data collection in a community context.	1,3
	Experience of organising cultural activities in the community.	1,3
<b>Skills and Abilities</b>	Self-motivated with ability to prioritise work and meet deadlines.	1,3
	A flexible and conscientious approach to work.	1,3
	Ability to work independently, as part of a team and to collaborate with others in a collegial manner.	1,3
	Ability to develop ties between the project team and members of South Asian communities in Tower Hamlets.	1,3
<b>Training</b>	Ability to organise and facilitate community activities.	1,3
	Willingness to undertake further training or personal development programmes, as appropriate to the project.	1,3
<b>Qualifications</b>	A BA/BSc in Communication and Media Studies, Migration Studies, Cultural Geography, History, Sociology or related discipline (or equivalent professional experience).	1

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience organising and/or facilitating community activities.	1
	Work in a non-profit organisation.	1
	Experience and knowledge of South Asian communities in London.	1,3
<b>Skills and Abilities</b>	Ability to speak Bangla / Bengali and/or other South Asian languages.	1,3

## Conditions of Service

The position is part-time (14.8 hours per week) and fixed-term with expected working dates from 8 February 2019 to 7 November 2019. Salary will be on Grade 5, £24,771 - £29,515 pro rata per annum, plus £3,147 pro rata per annum London allowance, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1-5 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/>

## **Application**

The closing date for receipt of applications is 8 January 2019. Interviews will be held on 25 January 2019.