

Research Assistant in Design

D.Doc – Mapping the European Doctorate in Design

REQ210017

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Project Description

D.Doc is a two year European Union Erasmus+ project to map and disseminate the scope and nature of the design doctorate in the 34 Erasmus+ member countries. Coordinated by the School of Design and Creative Arts at Loughborough University, the project has partner universities in Rome, Helsinki and Ankara plus a company collaborator in Belgium. The Research Assistant will be one of a team of four based at each of the universities to undertake data collection for a designated geographical region. As an assistant to the Principal Investigator, the Research Assistant will help to ensure the projects meet their targets in the period available and that effective day to day liaison takes place with other project partners. The output from the project will make a step-change in understanding of the design doctorate through a searchable database that provides transparency to potential/existing students, supervisors, design schools, doctoral colleges and government agencies.

Job Description

Job Grade: Specialist and Supporting Academic Grade 5

Job Purpose

To assist in the primary data collection to identify doctoral provision in academic institutions and the ways in which is delivered; liaise with researchers in the other universities to compare findings and suggest improved/alternate approaches.

Job Duties

To assist in the achievement of project targets including;

- Assist in the collecting of data relating to institutions, provision and outcomes for the European doctorate in design.
- Assist with the liaison with other international project team members to ensure a unified approach to work through effective communication.
- Assist with the extraction of relevant information from existing published materials.
- Assist in the preparation of final project reports for project sponsors
- Travel to attend overseas meetings within the project partners
- Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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.

Organisational Responsibility

Reports to Dr Mark Evans, Reader in Industrial Design/Principal Investigator

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	Some experience of working with people and team work in a research context.	1, 3
	Experience of working in or with creative industries	1, 3
	Experience of collecting data for formal presentation	1, 3
Skills and abilities	Excellent written, visual and oral communication skills	1
	Ability to coordinate project activities, manage project tasks, prioritise and meet deadlines	1, 3
	Ability to work independently and as part of a team	1, 3
	Excellent interpersonal and organisational skills	1
	Good analytical and IT skills	1, 3
Training	Willingness to undertake appropriate further training and to adopt new procedures as and when required.	3
Qualifications	A good first degree in a relevant design discipline	1
Other	Willingness and ability to travel	1,3
	Commitment to maintain confidentiality at all times	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of preparing content for websites	1, 3
	Experience of working in an international design/creative environment	1, 3
	Experience of working to deadlines	1, 3
Skills and abilities	Knowledge of visual communication software packages such as Adobe Creative Cloud InDesign, and Illustrator.	1,3

Conditions of Service

The position is **part-time** (0.8FTE) and **fixed-term** until April 2022. Salary will be on Grade 5, (£25,217 - £30,046 pro rata per annum), 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 Grade 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/>