

[ABOUT LOUGHBOROUGH UNIVERSITY](#)

[SCHOOL OF SOCIAL, POLITICAL AND GEOGRAPHICAL SCIENCES](#)

RESEARCH ASSOCIATE

CENTRE FOR RESEARCH IN SOCIAL POLICY (CRSP)

REQ16083

FEBRUARY 2016

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

JOB DESCRIPTION

Job Grade: Research Grade 6

Job Purpose:

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

Job Duties:

- 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. The work applies both to ongoing research on a minimum for all UK households and to additional projects researching additional needs for particular groups.
- To carry out qualitative research projects, undertaking in-depth interviews with people on low incomes.
- For both the focus group and in-depth interview research, to plan and design projects and analyse and write up results.
- 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.

Organisational Responsibility:

Reports to: Senior Research Associate

Special Conditions:

- 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.

Other:

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.

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, where operational needs allow, 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/>.

SCHOOL OF SOCIAL, POLITICAL AND GEOGRAPHICAL SCIENCES

PERSON SPECIFICATION

Job Title: Research Associate

Job Grade: Research Grade 6

| | Essential | Desirable | Stage to be Assessed |
|-----------------------------|---|---|-----------------------------|
| Experience | <p>Critical engagement in current social policy issues</p> <p>Proven understanding of research methodology and quality assurance issues</p> <p>Organising and conducting qualitative research</p> <p>Experience of analysing social and economic data</p> | <p>Good understanding of poverty and income issues</p> <p>Focus group research</p> <p>Research project management</p> | 1, 3 |
| Skills and abilities | <p>Qualitative research skills</p> <p>Analysis to address social policy issues</p> <p>Demonstrate good verbal and written communication skills and an ability to liaise with stakeholders</p> <p>Able to write to the standard required for academic papers and published reports</p> | <p>Project management</p> | 1, 2, 3 |

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|-------------------------------------|---|--|------|
| | <p>Numeracy and understanding of data</p> <p>Organisational skills</p> <p>Commitment to research</p> <p>Approachable</p> <p>Flexible</p> <p>Willing to work as a member of a team</p> | | |
| Training | <p>Demonstrate evidence of having undertaken further training</p> <p>Training in qualitative and quantitative research methods</p> | | 1, 3 |
| Education and Qualifications | <p>Good honours degree in a relevant subject</p> | <p>Post-graduate qualification in a relevant subject</p> | 1 |
| Equality and Diversity | <p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p> | | 1, 3 |
| Other | <p>Commitment to observing the University's Equal Opportunities policy at all times</p> | | 1, 3 |

Stages in assessment:

1= application form at short listing,

2= selection test – i.e. presentation, in-tray exercise, data analysis

3= interview

Conditions of Service

The appointment will be on a full time, fixed term contract lasting in the first instance until 31 December 2017. The post holder will be a member of the Centre's research team, not restricted to any one project. Renewal of the appointment after the end date will be subject to the overall level of external funding from research grants to the Centre continuing to be sufficient to support this post. Salary will be on Research, Grade 6 (£28,982 - £37,768 per annum) at a starting salary commensurate with experience and qualifications.

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 at: <http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

Informal Enquiries:

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

Application:

The closing date for receipt of applications is **22 March 2016**.

Interviews:

Interviews will be held on **13 April 2016**.