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| **Job Title:** | Senior Research Assistant |
| **Reference No:** |  |
| **Reports to:** | Dr Hannah Wishart and Dr Helen Williams |
| **Grade** | D22 |
| Working Hours: | 1.0 FTE (20 days) |
| **Faculty/Service:** | Faculty of Education, Society and Creative Industries |
| **Location:** | Sir Tom Cowie Campus |
| **Main Purpose of Role:** | The Department of Social Sciences and Law are recruiting for a Research Assistant to support the Principal Investigators, Dr Hannah Wishart and Associate Professor Helen Williams on a police charging project in the Northeast of England. This is a funded research project support by the British Academy and Leverhulme titled ‘Police Charging Decisions of Children and Diversion: Impact of Age and Immaturity on Decision- making’. The project investigates how the police use their discretion when deciding whether to charge young offenders aged 10-17 years who have committed offences. The role will involve qualitative data analysis of police case files and survey data. |
| **Key Responsibilities**  **and Accountabilities:** | **Faculty Specific:**   * Assist in interpreting and analysis of qualitative data from case files and surveys to identify key themes. * Identify areas for improvement based on findings and make recommendations where possible. * Support the preparation of interim and final reports and dissemination of research findings. * Attend all project steering groups and meetings (where relevant) and provide regular progress reports. * Adherent to University human research ethics regulatio0ns and University policies when undertaking all research tasks. * Ensure that all research data is stored and processed in accordance with GDPR.   **Generic to all Research Assistant roles:**   * Undertake basic research for example by preparing, setting up, conducting and recording outcomes. * Conduct literature and database searches. * Continue to update knowledge and develop skills. * Seek to exploit the outcomes of research. |
| **Special Circumstances:** | * Role requires police vetting and DBS |

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| Part 2A: Essential and Desirable Criteria | |
|  | **Essential**  **Qualifications and Professional Memberships:** |
| * English Language and Maths at GCSE levels or equivalent. * Undergraduate degree in law or related discipline (e.g., criminology). * Postgraduate degree in law in law or related discipline (e.g., criminology or criminal justice). |
| Knowledge, Experience and Skills: |
| * Specialist knowledge in the discipline and of research methods and techniques to undertake the duties of the role effectively. * Good communication and interpersonal skills, with the ability to build rapport with partners. * Attention to detail, with good organisation and time management skills. * Demonstrable record of working as part of a team or independently, with autonomy. * Ability to handle sensitive information with appropriate discretion, in accordance with research ethics and the GDPR. |
| **Desirable**  **Qualifications and Professional Memberships:** |
| * Working towards a PhD or Prof. Doc. in law or related discipline (e.g., criminology or criminal justice). |
| **Knowledge and Experience:**   * Prior research experience, specifically qualitative and/or mixed method research is desirable. * Familiarity with charging decisions, the Child Gravity Matrix and relevant legislation is desirable. * Experience of producing high quality written research reports and other forms of written outputs. * Experience of contributing to the preparation of peer reviewed academic papers. |
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| Part 2B: Key Competencies | |
| **Competencies are assessed at the interview/selection testing stage** | **Planning and Organising Resources**  Suggests ways of improving working practice and use of resources. Creates realistic plans to achieve own deadlines and objectives. Monitors progress of self so that corrective action can be taken if needed  **Decision Making**  Contributes to decision making throughout the research journey. Offers constructive critique to decision making where necessary and appropriate, to ensure consideration and processes are robust. |
| Team Development  The role holder is required to advise or guide others working in the same team on standard information or procedures and the role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training and the role holder is required to carry out training or development activity according to the needs of the individual or group; identify current capabilities and future needs; define the performance standards required; identify appropriate developmental activity; assess the application of learning; give feedback and guidance on overall performance. |
| Communications  Oral and Written  The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others. |
| **Teamwork and Motivation**  The role holder is required to clarify the requirements and agree clear task objectives for team members; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members. |
| Analysis and Research  The role holder is required to identify an appropriate existing method of analysis or investigation according to the data and objectives; recognise and interpret trends or patterns in data; identify or source additional information which could potentially help the investigation as the analysis progresses. |
| Pastoral Care and Welfare  The role holder is required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress; initiate appropriate action by involving relevant people and the role holder is required to give advice on commonly occurring welfare issues or queries; follow standard welfare procedures for the organisation; recognise when an individual should be referred elsewhere for professional help; respect confidentiality. |
| **Date Completed:** |  |