

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Research Assistant

**Accountable to:** Prof. Mick Grierson, CCI

**Contract Length:** 21 months  
fixed term: 1 December 2018

**Hours per week:** 0.5 FTE

**Weeks per year:** AYR

**Salary:** £34,326 - £38,010 per annum

**Grade:** 4

**College/Service:** UAL Creative Computing  
Institute

**Location:** The Wellcome Hub (Wellcome  
Collection).

### Purpose of Role:

Reporting to Principal Investigator, Professor Grierson, and in collaboration with other core team members, you will assist the project's Post-Doctoral Research Fellow (PDRF) to design and run studies collecting and analysing a range of digital data (e.g. text, audio, video) through online surveys. You will also assist in the carrying out of traditional in-person surveys and interviews. You will have the opportunity to contribute to academic reporting (conference papers and Journal articles) in collaboration with the PI, PDRF and other core staff. You will have access to a technology developer / data manager to support data collection and analysis.

### Duties and Responsibilities

- To work with the project team, including people with a range of abilities, to research attitudes to learning disability and autism in the UK with a view to understanding more completely how such views are formed and / or changed.
- To assist in relevant data collection and literature review in relation to attitudes to and experiences of people with learning disabilities and autism.
- To assist in the development and delivery of a database of survey questions, responses and media (including video, audio and text) in collaboration with the core team.
- To assist in the analysis of quantitative and qualitative survey data, including visualisation of data/ findings for reporting and dissemination.
- To contribute to the design and delivery of interventions with a range of stakeholders, and to contribute to dissemination activities in liaison with the PI and project manager (PM).
- To assist with the drafting of interim and final reports for end-users including presentation materials and graphics.
- To assist with publications relevant to the project's research outputs.
- To support and participate in any additional tasks or documentation as required by the project.
- To liaise with PI, PM and CIs to ensure the smooth running of the project.
- To participate in collaborative research with the PI and CIs.

- To contribute to the outcomes of the project through involvement in the preparation and presentation of papers at conferences, contributions to refereed journals, and the editing and/or authoring of book chapters where appropriate.
- If appropriate, to play a proactive role in the generation of future research funding linked to the project and to the output and profile of research at UAL.
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
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**Key Working Relationships:**

- Principal Investigator, Post Doctoral Research Fellow, Data Manager
- Co-Investigators (UCL Centre for Research in Autism and Education, Helen Hamlyn Centre for Design)
- Project Manager at Heart n Soul (Lead Partner)

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	Sociology, Psychology or Human Factors research at Masters level or equivalent in areas of accessibility, learning disability research, autism research or any related field.
Relevant Experience	Some experience working with data analysis tools such as NVivo, R, Python or similar. Some experience in both Qualitative and Quantitative research.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Participates in team leadership effectively, meeting clear objectives, managing own performance.
Research, Teaching and Learning	Uses effective research methods to support research goals.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems