

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Access and Participation Project Researcher, Disability	<b>Salary:</b> £40,454 - £48,534	<b>Pro Rata</b>
<b>Contract:</b> Fixed Term for 1 Year, Part-Time 0.4	<b>Location:</b> 272 High Holborn, London	
<b>Grade:</b> 5	<b>Section:</b> Disability Service, Libraries and Student Support Services	
<b>Accountable to:</b> Head of Disability Service		

**Purpose of Job:**

UAL's Access and Participation Plan sets out our aims for widening participation and equality of opportunity across the student lifecycle. UAL measures progress against our aims through APP projects. UAL is running a project to evaluate and improve inclusion for disabled students, one of our APP target groups.

The APP Project Researcher (Disability) will collect and analyse data [qualitative and quantitative] for the APP Disability project. The Projects Researcher will be part of the Disability Service management team. They will also be an active participant in the University-wide APP Evaluation Network. They will become familiar with UAL's broader APP evaluation activity and share insight and learning from the disability project that could help lead to increased impact across UAL.

**Duties and responsibilities**

- To work with the Head of Disability (the project lead) to collect and evaluate data for APP evaluation projects for the Disability Service.
- To plan and facilitate focus groups and interviews and evaluate qualitative findings from them.
- To draw on and evaluate data, in partnership with the University Central Planning Unit.
- To be proactive in the management of all data, ensuring data is recorded accurately, in line with GDPR requirements.
- To write and share comprehensive summaries and insights of findings for a range of audiences within and external to UAL.
- To present evaluation findings in clear, accessible and visually engaging ways so that they are accessible by non- data experts
- To undertake training related to the areas to be evaluated as necessary.
- To work with the Head of Disability to ensure that the Disability APP evaluation project activities are delivered successfully according to agreed timescales.

**General**

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development, and supporting it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme

and staff development opportunities.

- 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.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key working relationships: [list not exhaustive]**

- Head of Disability Service
- Other Disability Service staff
- APP Evaluation Leads and Projects Researchers across UAL
- APP Evaluation Network
- University Central Planning Unit

Resources Managed

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): N/A

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent [essential]</li> <li>• Postgraduate degree [desirable]</li> <li>• Sector approach to Access and Participation and social research methods [desirable]</li> <li>• Knowledge of reasonable adjustments and support requirements of disabled university students (Desirable)</li> <li>• Detailed knowledge of data and reporting requirements in Higher Education</li> <li>• Working knowledge of data reporting tools</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of having worked with and managing data sets for small to medium scale HE projects</li> <li>• Experience of working with institutional data [HE data]</li> <li>• Report writing / summarising data for non-data experts</li> <li>• Deals appropriately with difficult situations or confidential matters according to policy and procedure, referring to others where necessary and appropriate</li> <li>• Understanding of equality, diversity and inclusion principles</li> <li>• Experience of working on complex projects or initiatives that support inclusion and improve access and outcomes for specific groups</li> <li>• Has previous IT experience of working on databases and complex spreadsheets.</li> <li>• Experience of analysing and interpreting datasets to inform planning activities</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</li> <li>• Communicates effectively using technology given current context</li> <li>• Uses appropriate levels of IT skills for the post, including a good understanding of related databases and data manipulation and extraction</li> <li>• To attend internal meetings relevant to the role and present/discuss progress of work with colleagues across UAL</li> </ul>
Professional Practice	<ul style="list-style-type: none"> <li>• Demonstrates commitment to own development through effective use of the appraisal schemes and other staff development processes</li> <li>• Commitment to diversity and equity</li> <li>•</li> </ul>
Planning and Managing Resources	<ul style="list-style-type: none"> <li>• Plans, prioritises and organises work to achieve objectives on time</li> <li>• Managing a number of project strands simultaneously, each with specific focuses and needs.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works collaboratively in a team and where appropriate across or with different teams</li> <li>• Able to take initiative to work autonomously</li> </ul>

Customer Service	<ul style="list-style-type: none"><li>• Builds and maintains positive relationships with students and staff</li><li>• Maintains up to date knowledge of services available in own and related areas of work adapting service and systems to meet customer needs</li></ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"><li>• Uses initiative or creativity to resolve problems</li><li>• Designs and uses data gathering and analytical methods appropriate for each investigation, recognising and accurately interpreting patterns and trends and producing reports that identify key issues and findings</li><li>• Assesses and challenges decisions appropriately to ensure risk are minimised and that processes and outcomes are robust</li></ul>

**Last updated: 2/2/21**