



Job Description

Job Title	Research Assistant
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Department:	Computer Science
Grade:	4 Research
Salary:	£25,681 - £30,968 per annum
Working hours per week:	35
Appointment period:	3 years with a possibility of a 2 year extension
Reports to:	Paul Curzon
Location:	Based on the Mile End Campus. Postholder may be required to carry out duties at other College sites.

Definitions

In the rest of this document the following terms are interpreted according to these definitions:

1. The Project: **Securing the future: expanding the cs4fn (Computer Science for Fun) project**
2. The PI: **Paul Curzon**
3. The Investigators: **Peter McOwan**
4. The Grant: **EP/F032641/1**
5. The awarding authority: **EPSRC**
6. The subject area: **Computer Science Public Engagement**

Job Purpose

To manage the cs4fn project including undertake research investigations in collaboration with and under the supervision of the investigators in order to realise the objectives and development of the Project as set out in the grant.

Main Responsibilities

Specific Duties

1. Contribute to the project.
2. Responsible, under the general guidance of the investigators, for undertaking the programme of work.

3. Prepare reports of appropriate research results for public presentation through seminars and conferences. Contribute to writing papers summarising research findings for publication in peer-reviewed journals (of high international standing where possible). Contribute to other reports where possible.
4. Develop, in collaboration with the investigators, such new techniques as may be necessary to achieve the objectives of the programme.
5. Any other relevant activities related to the project as appropriate.
6. Comply with any requirements of the awarding authority.
7. Undertake such other duties as may be reasonably expected by the line manager or Head of Department.

General Duties

1. To develop both static and interactive content for the cs4fn project in a variety of media on a wide variety of Science, Maths, Engineering and Technology research related topics from a Computer Science perspective as well as on core Computer Science topics.
2. Make public engagement of science initiatives and original contributions to the project wherever possible, and to contribute freely to the team public engagement environment in a manner conducive to the success of the public engagement project as a whole.
3. To manage the development of the project, developing new partnerships and outlets for the project outputs.
4. To develop and present widening participation shows and workshops for a range of general public audiences including to children.
5. Conduct empirical research.
6. Assist in the supervision of student projects as necessary.
7. Collect data and undertake any appropriate analysis of data as requested.
8. To coordinate the provision of consumable items for the facility (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).
9. Where appropriate to assist the supervision, training, expert advice and / or assistance to new members of the team, research students.
10. Maintain appropriate databases, keeping accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.

11. Make research initiatives and original contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of the research project as a whole.
12. Attend regular meetings with the public engagement of science team and investigators as required.
13. To attend and participate in the Department academic activities.
14. Undertake literature searches for the public engagement of science project, and to be able to interpret and present the findings of the literature searches and advise the research teams appropriately regarding potential projects as required by the line manager/supervisor/PI.
15. To keep up to date with subject related and professional issues, in particular, developments in the subject area.
16. To undertake certain housekeeping responsibilities, the nature of which will be discussed and agreed by the Line manager/supervisor/PI, but which may need to be changed from time to time during the course of the project.
17. Comply with relevant College policies and regulations with due regard to financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property and patenting, data protection or any other rules, regulations or codes binding on the member of staff.
18. Monitor research findings with a view to commercial exploitation, and to inform the Head of Department (or line manager, as appropriate) and Head of Innovation & Enterprise of any appropriate novel research outcomes.
19. Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
20. To show a professional attitude to matters of laboratory hygiene, organisation and safety, and to observe and to take an active role in fulfilling all statutory health and safety regulations.

Other

1. To ensure that all research is undertaken according to good research practice and guidance, such as Good Clinical Practice (GCP), Good Laboratory Practice (GLP), College and Trust protocols.
2. The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university.
3. These duties will be subject to review in line with the changing requirements of the School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Decision Making

- Judgements involving complex facts or situations, which require analysis, interpretation and comparison of data or other information.
- To adopt flexible working practices where required.
- Encourage interaction between team members.

Working Relationships & Contacts

Exchange relevant information, relevant to the project both internally and externally: with staff, students, senior management and peers.

Internal

- Establish and maintain relationships in order to collaborate with researchers and academics in own team, within the department and outside the department within the College when necessary.
- To work with students.

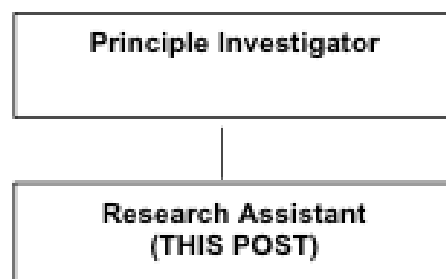
External

- Work with external collaborators as agreed with the investigators.
- Providing, receiving and presenting complex information to a large group of people.

Dimensions

- Assist with supervision and training of new members of staff and students, where appropriate.

Organisation Chart



Person Specification

Qualifications

- Undergraduate degree or equivalent in relevant subject (essential)
- Postgraduate degree in a relevant Science, Engineering, Maths or technology subject (essential)
- PhD and/or equivalent professional experience (desired)

Experience

- Experience specific to the subject area.
- Experience writing accessibly for a wide range of audiences (essential)
- Appropriate publication records (desirable)

Knowledge

- Knowledge specific to the subject area
- Ability to maintain accurate and up to date records
- Understanding of the research process

Skills

- Ability to organise and prioritise own work and organise research within the project timetable
- Computer literacy (essential)
- Good communication skills (essential)
- Effective team working
- Analytical skills
- Collection preparation and evaluation of data skills
- Proof reading skills (desirable)
- Programming skills
- Multimedia content development skills (desirable)
- Design skills (desirable)
- Journalist interview skills (desirable)
- Ability to rapidly assimilate technical material (essential)
- Presentation skills appropriate for a wide range of audiences including for children (essential)
- Good writing skills (essential)
- Basic web development skills (essential)
- Advanced web development skills (desirable)
- Research skills (essential)
- Skills in experimental design and statistical analysis (desirable)
- Skills in preparing material for workshops and shows

Disposition

- Flexible and co-operative
- Self-motivated and hardworking
- Willingness to learn new skills
- Ability to work with children

Circumstances

- General health appropriate to the duties of the post
- Willingness to work flexibly in order to achieve project demands
- Ability to attend work as required
- Willingness to travel as required (essential)
- Will be expected to pass appropriate police screening to work with children (essential)

