



UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Research and Projects Assistant
DEPARTMENT	Vice-Chancellor's Office
LOCATION	Brayford campus (hotdesking) & remote working
GRADE	£7.80 per hour. 1 day / 7.5 hours per week during term-time, plus additional hours available during peak times and university holidays around the availability of the role holder and needs of the team. Fixed-term until 17th April 2015.
REPORTS TO	Student Engagement Officer

CONTEXT

Our distinctiveness as a University shines through in our student engagement work. We consider the partnership we are developing with our students both individually in their learning and collectively through the SU in the wider development of the university as core to what we do. Whether it be the transformation of our undergraduate curriculum to embed research-engaged-teaching through our *Student as Producer* framework or the bottom-up innovation to work with students on enhancing quality in every academic school and professional support department as guided by our Student Engagement Strategy, our ethos of being 'one community' runs through our veins.

The Student Engagement Team supports departments to develop student engagement in enhancing the quality of the student experience in partnership with the SU. Increasingly so, we also support senior managers and university committees in reviewing and enhancing parts of the student experience at an institutional level.

JOB PURPOSE

Research and Projects Assistants support the team with its growing and varied portfolio of strategic, project and research work. Role holders will usually be assigned to work on one or more projects or thematic areas over a sustained period of time, such as internationalisation, but will also respond to peaks in activity, such as when running student surveys.

Project work is likely to include supporting the recruitment of students to various engagement opportunities; encouraging students to complete student surveys; scheduling, noting & reporting on project team meetings; and organising & staffing events for students and staff.

Research work is likely to include systematically contacting students and securing their attendance at focus groups & workshops; organising rooms, resources & catering for sessions; accurately capturing discussions in sessions and reporting on / analysing that discussion.

The role will be varied and interesting, providing valuable experience and rewarding development opportunities alongside studying.

KEY RESPONSIBILITIES

Research Support
Support colleagues in the Student Engagement Team with reviews of current practice in the university by undertaking research with staff and students using the most appropriate methods.
Research, analyse and synthesise good practice outside of the University that might help to inform the enhancement of the student experience.
Support the Student Engagement Team's developing service offered to university departments whereby we organise and, where required, facilitate focus group and workshops (research sessions) on their behalf by: <ul style="list-style-type: none"> • Helping to develop processes, protocols and service standards that guide how we deliver the service • Systematically contacting target groups of students and inviting them to take part in the research sessions • Organising a schedule of research sessions, ensuring that all the logistical arrangements are made (e.g. room bookings, catering) • Working with the 'commissioning department' to understand their needs and develop a clear set of questions / activities for the research sessions • Facilitating and / or taking notes at research sessions • Typing-up, analysing and reporting on the notes from the sessions • Evaluating the experience of staff and students in engaging with the service
Student Engagement Programmes Support
Support the delivery of various programmes that facilitate student engagement, such as SCOTs - Students Consulting on Teaching and the Student and Staff Insight Scheme, by: <ul style="list-style-type: none"> • Supporting the development and distribution of promotional materials • Manning stalls, events and on-campus recruitment drives to directly raise awareness of the opportunities amongst students • Organising, supporting and contributing to the training and on-going support of students who engage. • Support the administrative processes involved in running the programmes, such as allocating students to review events or alerting staff to a senior manager shadowing a student in their teaching. • Facilitating the evaluation of students' experience of engaging in the different programmes.
Student Surveys Support
Support the development, delivery and reporting of student surveys, by: <ul style="list-style-type: none"> • Helping to develop and test the question set used in student surveys • Developing promotional strategies and materials to encourage student participation in surveys • Delivering on-campus and on-line promotional campaigns to encourage student participation in surveys • Undertaking analysis of results and synthesising the findings into draft reports for university managers and committees • Closing the feedback loop by communicating the actions taken in response to the survey back to students
Administrative Support
Provide efficient and confidential administrative support to colleagues as required.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
<p>This is a fixed-term appointment aimed specifically at providing flexible support to the Student Engagement Team. The appointment is on a term-time basis as standard with the flexibility of reducing or increasing this around the role holder's other commitments and peaks in our work. While the hours worked each week will usually be fairly stable the post holder will need to be flexible and similarly we will seek to be flexible around existing commitments (i.e. teaching sessions). The post holder will be able to work remotely, either using open-access computers / space on campus or at home, when analysing and reporting on the research where this is convenient and appropriate.</p>

Key working relationships/networks	
Internal	External
Student Engagement Officer [Line Manager] Student Engagement Team Teaching & Learning Coordinators Review Group Members Engaged groups of students	



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Research and Projects Assistant	JOB NUMBER	
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Working towards a University of Lincoln degree	E	A
Experience:		
Designing, undertaking and reporting on academic research projects	E	A / I
Facilitating workshops or focus groups	D	A / I
Presenting research findings to a range of stakeholders clearly and confidently	D	A / I
Providing administrative support in a professional environment	D	A / I
Skills and Knowledge:		
Clear and concise written English	E	A
Cross-cultural communication	E	A / I
Knowledge of the student engagement agenda at Lincoln	D	I
Competencies and Personal Attributes:		
Excellent interpersonal communicator	E	A / I
Ability to maintain confidentiality and handle sensitive data	E	A / I
Business Requirements:		
Working evenings, weekends and flexible hours as projects require	E	A / I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Dan Derricott	HRBA	Jo Edwards
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