



**Birkbeck**  
UNIVERSITY OF LONDON

# JOB DESCRIPTION AND PERSON SPECIFICATION

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# JOB DESCRIPTION

**Job title:**

Research Assistant

**Faculty or School:**

Faculty of Humanities & Social Sciences

**Reports to:**

NA

**Responsible for:**

N/A

**Grade:**

6

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## PURPOSE OF THE JOB

This is an exciting opportunity to carry out basic research and assist the project leader with the advancement of the research project.

Duration: The position is offered at full time, for two months.

This role is part of AHRC-funded research, led by the Mapping Museums Lab. The Mapping Museums Lab are currently researching museum closure from 2000-2025, and the project needs a reliable dataset of museums that have closed since 2000. There is already have a huge amount of data but we need a Research Assistant to help track information on the remaining hard-to-find museums.

You will be a detective on the trail of lost museums. This task requires persistence, lateral thinking, and excellent communication skills (you are likely to spend a lot of time on the telephone), and you will need to be self-motivated and precise with respect to collecting information.

We are keen to complete data collection so ideally you would be able to work in a concentrated way for two months. However, we are happy for the hours to be flexible, remote working is fine (although we will require some face to face meetings), and for the right person, this could be a part-time role.

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## MAIN DUTIES

<b>Research and Scholarship</b>
To undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys and the preparation of research outputs for deposit to an open access repository.
To conduct literature and database searches.

To write up the results of own research, and contribute to the production of other research reports and publications.

To continually update knowledge and develop skills within the specified area of research.

### **Teaching & Learning**

To assist with the supervision of student projects

To occasionally contribute to introductory courses, for example informing students of the use of research methods and equipment.

### **Communication**

To prepare papers and present information on research progress and outcomes to research supervising bodies (e.g. steering groups).

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## **WORKING RELATIONSHIPS AND CONTACTS**

### **People Management and Teamwork**

- To provide guidance to support staff and any students who may be assisting with the research as required.
- To actively participate as a member of a research team.
- To attend and contribute to relevant meetings.

### **Liaison and Networking**

- To liaise with research colleagues and support staff on routine matters.
- To make internal and external contacts, in order to develop knowledge and understanding, and form relationships for future collaboration.

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## **DIMENSIONS**

### **Problem Solving and Impact**

- To use standard research techniques and methods.
- To deal with problems, which may affect the achievement of research objectives and deadlines
- To analyse and interpret the results of own research and generate original ideas based on outcomes.
- To contribute to decisions, which affect the work of the team.

### **Resource Management**

- To plan own day-to-day research activity, within the framework of the agreed programme.
- To co-ordinate own work with that of others to avoid conflict or duplication of effort.
- To contribute to the planning of research projects.

### **Working Environment**

- To be aware of the risks within the work environment.
- To carry out tasks that require the learning of new skills

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## **GENERAL RESPONSIBILITIES - These are universal to all Birkbeck roles**

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected

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# PERSON SPECIFICATION

## CANDIDATES WILL BE ABLE TO DEMONSTRATE THE FOLLOWING:

<b>KNOWLEDGE</b>	<b>E or D</b>
Sufficient breadth of depth or specialist knowledge in the subject area	<b>E</b>
Developing knowledge and skills of research methods and techniques	<b>E</b>
<b>TECHNICAL AND/OR WORK-BASED SKILLS</b>	
Skills in research relevant to the subject area	<b>E</b>
Effective oral and written communication skills, to write up research findings and discuss these with colleagues/subjects as appropriate	<b>E</b>
Computer proficiency in standard packages (e.g. word processing, spreadsheets, email and internet use)	<b>E</b>
<b>GENERAL SKILLS AND ATTRIBUTES</b>	
Effective presentation skills	<b>E</b>
Organisation and administration skills	<b>E</b>
Attention to detail	<b>E</b>
Commitment to working with diversity	<b>E</b>
<b>EXPERIENCE</b>	
Previous experience of contributing to research	<b>D</b>
<b>QUALIFICATIONS</b>	
Educated to degree level or equivalent	<b>E</b>

*E = Essential / D = Desirable*

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# FURTHER INFORMATION

**Salary:**

Full Time - £37,143 rising to £42,365 per annum - Grade 6 of the College's London Pay Scale.

Birkbeck offers a competitive salary and pension scheme, 31 days paid leave, flexible working arrangements and some of the most generous benefits in the HE sector, all while being located right in the heart of Central London.

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The salary quoted is on the College's London Pay Scale which includes a consolidated Weighting/Allowance which applies only to staff whose normal contractual place of work is in the London area.

**Hours:**

35 hours per week; Full Time (1.0 FTE)

**Working pattern:**

Monday - Friday

**Probation period:**

6 months

**Duration of post:** Two months

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## HOW TO APPLY

**Closing date:**

11.59 PM on 14 July 2024.

**Interview arrangements:**

Interviews held on 25 July 2024.

The selection process will involve:

- A panel interview
- A relevant task

**Start date:**

To be confirmed following interview.

To apply for this position please go to our online [recruitment portal](#).

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

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## **ASYLUM AND IMMIGRATION**

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK via another means.

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## **HELP & ASSISTANCE**

If you are having difficulties accessing the recruitment portal, please email [jobs@bbk.ac.uk](mailto:jobs@bbk.ac.uk)

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## **OUR COMMITMENT TO EQUALITY AND DIVERSITY**

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.