# Research Assistant





## Role Description

**GRADE**

Grade 4

**LOCATION**

Sighthill Campus

**LINE MANAGER**

Associate Professor in Criminology

### Role Summary

The Research Assistant will contribute to the delivery of the *Crime and Criminal Justice as Social Determinants of Health in Scotland* project, providing research support during a period of maternity leave cover.

The primary focus of the role will be to support the qualitative analysis of data collected as part of the project, working under the supervision of the project lead and in collaboration with the wider research team. The post-holder will contribute to the organisation, coding, analysis and interpretation of qualitative data, helping to identify key themes and findings relevant to the project's research objectives.

The role will also involve contributing to the preparation of research reports, publications and presentations, as well as assisting with other project-related activities, including literature reviews, project administration, stakeholder engagement and dissemination activities, as required.

The post-holder will work collaboratively with colleagues based at Edinburgh Napier University, the University of Strathclyde and the University of Glasgow. The role will be based at Edinburgh Napier University's Sighthill campus, with opportunities for occasional travel within Scotland for project meetings and events.

### Line Management Responsibility for:

This role does not have any line management responsibilities currently.

## Main Duties and Responsibilities

**Research and Scholarship**

- Undertake qualitative data analysis, including the organisation, coding and thematic analysis of existing research data using NVivo software, under appropriate supervision.
- Contribute to the identification, interpretation and presentation of emerging themes and findings in relation to the project's research objectives.
- Assist with the management and organisation of qualitative datasets and associated research materials.
- Conduct literature searches and reviews to support the analysis and interpretation of research findings.
- Contribute to the preparation of research reports, publications, conference presentations and other project outputs.
- Support the development of research summaries and other materials for academic and non-academic audiences.
- Continue to develop knowledge and skills in qualitative research methods and approaches to data analysis.

**Communication**

- Write up the results of qualitative analysis as part of a guided research process.
- Contribute to the production of research reports, academic publications, presentations and other dissemination materials.
- Present and discuss emerging findings and research progress with members of the project team.
- Assist with the preparation of materials for project meetings, workshops and other relevant events.

**Liaison and networking**

- Liaise with research colleagues and project partners on routine matters relating to the delivery of the project.
- Participate in project meetings and maintain effective working relationships with members of the wider research team.
- Assist with communication and engagement activities involving external partners and stakeholders, where appropriate.

**Teamwork**

- Actively participate as a member of the research team, working collaboratively with colleagues across the partner universities.
- Attend and contribute to research meetings, discussions and project activities.
- Coordinate research tasks with colleagues to support the timely completion of agreed project objectives.

**Pastoral care**

- Show consideration to others.

**Initiative, problem-solving and decision-making**

- Apply established qualitative research methods and analytical techniques to the analysis of existing research data.
- Identify and communicate methodological or analytical issues arising during the research process, seeking guidance where appropriate.
- Contribute to discussions about the interpretation of research findings and the development of analytical themes.
- Use initiative in carrying out agreed research activities and meeting project deadlines.

**Planning and managing resources**

- Plan and organise day-to-day research activities within the framework of agreed project objectives and deadlines.
- Manage allocated analytical tasks and coordinate work with colleagues to support project progress.
- Maintain accurate and organised records of analytical processes, decisions and research outputs.
- Assist with routine project administration and the organisation of project meetings, workshops and dissemination events, as required.

**Sensory, physical and emotional demands**

- Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work
- Carry out tasks that require the learning of certain skills.

**Work environment**

- Is required to be aware of the risks in the work environment.

**Expertise**

- Possess sufficient breadth or depth of specialist knowledge in the discipline (for example with an undergraduate or Master's degree) and be developing further skills in and knowledge of research methods and techniques.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

## PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Education / Qualifications** | | |
| • Master's degree in a relevant social science discipline | ✓ | |
| • Undergraduate degree in Criminology, Sociology, Social Policy, Public Health or a related social science discipline, or equivalent relevant experience | ✓ | |
| • Training or academic experience in qualitative research methods and data analysis | ✓ | |
| **Skills / Experience** | | |
| • Recent experience of conducting health-related research | ✓ | |
| • Knowledge and understanding of qualitative research methods, particularly qualitative data analysis | ✓ | |
| • Experience of analysing qualitative data, for example through academic study, dissertation research or employment | ✓ | |
| • Ability to organise, code and interpret qualitative research data and identify emerging themes | ✓ | |
| • Ability to communicate research findings clearly and accurately, both verbally and in writing | ✓ | |
| • Experience of using NVivo | ✓ | |
| • Ability to work effectively as part of a research team | ✓ | |
| • Ability to work independently, use initiative and seek guidance where appropriate | ✓ | |
| • Good organisational and time-management skills, with the ability to manage competing tasks and meet deadlines | ✓ | |
| • Good interpersonal skills and ability to develop and maintain effective working relationships | ✓ | |

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| • Understanding of research ethics, confidentiality and the secure handling of sensitive research data | ✓ | |
| • Experience of using qualitative data analysis software, such as NVivo | | ✓ |
| • Experience of conducting thematic analysis of interviews, focus groups or other qualitative materials | | ✓ |
| • Knowledge of crime, criminal justice, imprisonment, health inequalities or the social determinants of health | | ✓ |
| • Experience of undertaking literature reviews and synthesising academic research | | ✓ |