

Vacancy ref: 5639

JOB DESCRIPTION
Liverpool Business School

Title:	Research Assistant European Research Assessment Reform
Grade:	Grade 6
Salary:	£32,722 pro rata per annum
Hours:	0.8 FTE (28 hours per week)
Contract Length:	Fixed term to 28 February 2029
Reporting to:	RDA Principal Investigator
Location:	Redmonds Building, although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.
Job Summary:	To support delivery of LJMU's contribution to the Horizon Europe RDA project, undertaking applied research on New Research Assessment. The role will contribute to data collection and analysis, stakeholder engagement, participatory roadmapping, comparative analysis, project reporting and the presentation and dissemination of findings to internal and external audiences.

DUTIES:

Research

- Undertake the collection of research data through appropriate methods, including literature and policy reviews, surveys, research interviews, focus groups and participatory workshops.

- Design, implement, test and document appropriate research methods and tools associated with the RDA project, in accordance with agreed protocols and work package requirements.

- Develop and maintain skills in relevant research methodologies.

- Ensure that full and accurate documentation is kept for all work and that relevant policies and processes, including ethics, data protection, quality assurance and the RDA Data Management Plan, are maintained and adhered to.

- Liaise with researchers and project partners, both internal and external, and collaborate effectively to deliver RDA work packages, milestones and deliverables.

- Contribute to the analysis and interpretation of qualitative and quantitative research data, liaising regularly with the Principal Investigator about progress and preparing reports as required.

- Assist in the preparation and submission of papers for presentation at regional, national or international conferences and for publication in peer-reviewed journals.

- Prepare papers and presentations for the RDA consortium, work package meetings, stakeholder groups and other relevant bodies, and present information on research progress and outcomes.
- Assist in the preparation of proposals, reports and documentation for external funders and contractual purposes where required.

- Provide guidance as required to support staff and students who may assist with RDA research and engagement activity.

- Carry out administrative tasks related to delivery of the project, planning work to agreed specifications, deadlines and quality standards.

- Identify and address problems that may affect achievement of research objectives, deliverables and deadlines, escalating issues appropriately.

- Maintain high standards of academic and commercial confidentiality and comply with relevant protocols regarding data confidentiality, security and research integrity.

- Engage with relevant research assessment, higher education and policy networks to share information and support stakeholder participation and dissemination.

- Attend and contribute to RDA consortium, work package, research and subject group meetings.

- Engage with and participate in the University's appraisal process.

- LJMU are committed to adhering to the Principles set out in the Researcher Development Concordat; in line with this all fixed-term researchers will be supported to complete 10 days professional development activities per year (pro-rata).

Citizenship

- Contribute to a supportive working environment and develop productive working relationships with other team members.

- Attend and contribute to staff meetings.

- Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events.

- Act as an ambassador for the University in all interactions with current and prospective staff and students, visitors to the University, external partners, media and general public.

- Promote the University’s values of an inclusive and diverse community.

- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.

Post Specific Duties:

- Review and synthesise academic, policy and practice literature on responsible research assessment, New Research Assessment, research culture, responsible metrics, open science and relevant European policy developments.

- Support baseline activity, including stakeholder mapping, participant recruitment, survey and interview delivery, data management and analysis across the project's research clusters.

- Support LJMU's contribution to participatory roadmapping, including organising stakeholder workshops, synthesising evidence and contributing to the participatory versions of the six dual-part roadmaps.

- Contribute to comparative analysis of research assessment approaches across Social Sciences and Humanities and STEM, and prepare findings for project deliverables, policy briefings, presentations and peer-reviewed publications.

- Support the application of the RDA New Research Assessment framework and relevant CoARA commitments and challenges in the coding, analysis and interpretation of project evidence.

- Undertake any other duties commensurate with the grade as deemed necessary by the RDA Principal Investigator / Co-Investigator at LJMU.

- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.

- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.

- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management and Sustainability Policy and the Climate Change Action Plan.

- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.

- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

The post is funded through the Horizon Europe RDA project (Project 101265108; LJMU reference R214062 / GAP6752). The postholder will be required to contribute to the project's agreed work packages, deliverables, reporting and dissemination activities.

November 2026

Person Specification

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
A good honours degree (2.1 or above) in a relevant discipline, or equivalent professional experience	A and C
Good literature review, policy review and evidence synthesis skills	A and I
Excellent academic writing and communication skills	A and I
Ability to manage multiple tasks, work independently and meet project deadlines	A and I
Experience of designing and conducting applied research using qualitative and/or quantitative methodologies	A and I
Experience of collecting, managing, analysing and interpreting research data	A and I
Experience of interviews, focus groups, workshops, surveys or other stakeholder-based research methods	A and I
Ability to work collaboratively within a multidisciplinary and international project team	A and I
Ability to engage professionally with researchers, policymakers, funders, research organisations and other stakeholders	A and I
Ability to present research findings clearly to varied academic, policy and practitioner audiences, in writing and orally	A, I and P
Understanding of research ethics, informed consent, confidentiality, data protection and research integrity	A and I
Strong organisational, administrative and record-management skills	A and I
Commitment to equality, diversity and inclusion	A and I
Commitment to professional development	A and I

Desirable Factors	Evidence
A postgraduate qualification or equivalent research training in a relevant discipline	A and C
Knowledge of responsible research assessment, CoARA, responsible metrics, research culture or European research policy	A and I
Experience of participatory research, co-production, roadmapping or stakeholder workshop facilitation	A and I
Experience of comparative research across disciplines, institutions, countries or sectors	A and I
Experience of qualitative or quantitative analysis software such as NVivo, SPSS or R	A and I
Experience of working on an externally funded, multi-partner or European research project	A and I
Experience of contributing to project deliverables, policy briefings, academic papers or funding reports	A and I

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the **University Sport Building.**