UNIVERSITY OF SURREY

Research Role Profile

Job Title:	Research Assistant

Responsible to:	Head of research group, or principal investigator

Responsible for:	There is no direct supervisory responsibility

Job Summary and Purpose:
To support research activity in accordance with specified research project(s) under the supervision of the principal investigator

Main Responsibilities/Activities
To support a research team by contributing to the planning of research projects and undertaking prescribed research tasks in accordance with specified research project(s), making use of standard research techniques and methods. These may include fieldwork, interviews, laboratory experimentation, computer-based data analysis or library research as directed by the research award holder and will entail co-ordinating own work with that of others to avoid conflict or duplication of effort. Analysing and interpreting results of own research, under the guidance of research award holder or supervisor. Write up results and contribute to the preparation of papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. Continually update knowledge and develop skills To carry out routine administrative tasks associated with a specified research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning own day-to-day research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and deadlines and implementing procedures required to ensure accurate and timely formal reporting and financial control Demonstrating, or occasionally assisting with undergraduate supervision within the post holder's area of expertise and under the direct guidance of a member of the Faculty academic staff.

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Person Specification
The post holder must have: A first degree or a professional qualification or equivalent in a relevant subject. At least part-completed a relevant doctoral degree or have relevant experience in a given field. Whilst there is no requirement for previous work experience, the post holder will be expected to be able to support research activities by performing experiments and/or undertaking studies and analysing/ interpreting results.

Relationships and Contacts
Direct responsibility to the principal investigator or academic supervisor.

Special Requirements
To be available to participate in fieldwork as required by the specified research project.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
  - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.