

Vacancy ref: 5636

School of Education
JOB DESCRIPTION

Title:	Research Assistant
Grade:	Grade 6
Salary:	£32,722 - £38,448 per annum
Hours:	Full Time
Contract Length:	19 months
Reporting to:	David Putwain
Location:	School of Education although staff may be asked to work in any location within the University.
Job Summary:	To work within specified research grants and/or projects, to undertake research, conducting and recording the outcome of experiments and fieldwork and conducting literature and database surveys. To contribute to the analysis and presentation of results to internal/external audiences.

DUTIES:

Research

- Undertake the collection of research data; this may be through a variety of research methods, such as scientific experimentation, literature reviews, and research interviews.
- Design, implement, test and document appropriate research methods associated with the particular area of research.
- Develop and maintain skills in relevant research methodologies.
- Ensure that full and accurate documentation is kept for all work and ensure that all policies and processes, including quality assurance, are maintained and adhered to.
- Liaise with other researchers, both internal and external, and collaborate to execute project deliverables.
- Contribute to the analysis of research data as directed, liaise regularly with the principal investigator about study progress, writing progress reports as required.
- Assist in the preparation and submission of papers for presentation at regional, national or international conferences and for publication in peer review journals.
- Prepare papers for steering groups and other bodies. Present information on research progress and outcomes to bodies supervising research.

- Assist in the preparation of proposals and applications to external bodies for funding and contractual purposes.

- Provide guidance as required to support staff and any students who may be assisting with research.

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

- Deal with problems that may affect the achievement of research objectives and deadlines.

- Maintain high standards of academic and commercial confidentiality. Comply with relevant protocols regarding data confidentiality and security.

- Join external networks to share information and identify potential sources of funding.

- Attend and contribute to research/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).

Teaching and Learning

- Assist in the supervision of student projects.

- Contribute to introductory courses e.g. on the use of research methods and equipment.

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.

Post Specific Duties:

- Assist with school recruitment and liaison for the STEPS (Strategies to Tackle Exam Pressure and Stress) intervention as part of the Stay Calm and Study Smart project.

- Support the delivery of the STEPS intervention as part of the Stay Calm and Study Smart project.

- Undertake pre- and post-data collection at participating schools either in person or remotely.

- Assist with data analysis and dissemination.

- Any other duties commensurate with the grade as deemed necessary by the School Director.

- 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, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability 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.

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 British Psychological Society accredited degree	C
Experience of working in, or with schools or colleges, to support teaching and learning, or student welfare and wellbeing.	A
Knowledge and experience of using SPSS	A
Experience of conducting quantitative data analyses	A

Desirable Factors	Evidence
A Master's degree in psychology, education, mental health, or a cognate subject	C
Experience of delivering cognitive behavioural interventions in adolescent populations	A
Experience of the R or Mplus software to undertake statistical analysis	A
Interest in developing advanced quantitative analytic skills	A
Experience of collecting data in school or college settings	A

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.**