



JOB DESCRIPTION

Job title:	Research Support Assistant
Reports to:	Principal Lecturer in Water & Wastewater Treatment
Department:	School of Environment and Technology
Location:	Moulsecoomb, Brighton
Grade:	4

Purpose of the role

This role is to provide a comprehensive range of support for Research projects.

Indicative areas of responsibility

- To assist in basic research;
- Assist academic staff to undertake experiments;
- Undertake basic data collection and preliminary analysis;
- To set up, calibrate and maintain laboratory and/or field research equipment, as specified by the requirements of the study;
- To plan own day-to-day activity within the phases of the project, assist to recruit participants, conduct experiments and report findings;
- To support focus groups;
- Liaise between research collaborators and members of the research team in the school;
- Help to solve problems with experimental set up, recruitment of participants and acquisition of data, following ethical principles underpinning experiments on human participants;
- Collaborate with the Principal Investigator in data analysis and interpretation;
- To record findings and results accurately;
- Document meetings with notes and circulate for the information of others;
- To conduct basic literature search.

General responsibilities

These are University of Brighton standard to all job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.

- To adhere to the University's Equality and Diversity 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.
- To work in accordance with the General Data Protection Regulation.

PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise I.

Essential criteria		A, I, E
Knowledge	<ul style="list-style-type: none"> • Sufficient, up to date breadth or depth of specialist knowledge in the discipline; • Written communication skills to be able to document and record information accurately, grammatically and concisely • Numeracy and critical thinking skills to be able to analyse statistical and graphical data. • Ability to maintain quality, safety and/or infection control standards • Ability to pay close attention to detail • Communication skills to be able to work effectively with a diverse audience • Organisation and planning skills to be able to manage their workload and ensure logistical arrangements are made effectively • Ability to co-ordinate and supervise others (for example, focus groups) • Understanding of equality of opportunity, academic content and issues relating to student need. • Possess an understanding of the Health and Safety at Work Act 	<p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>A</p>
Qualifications	No specific qualifications are required for the role.	
Experience	<ul style="list-style-type: none"> • Some research experience/expertise and developing further skills in and knowledge of research methods and techniques. 	A, I
Technical/work based skills	<ul style="list-style-type: none"> • Proficient user of Microsoft Office (Word, Excel, Outlook). 	A
Desirable	<ul style="list-style-type: none"> • Ability to work occasional weekends • Access to a vehicle for field trips • Experience of working in a lab environment 	<p>A, I</p> <p>A, I</p> <p>A, I</p>

ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days
Band 10 and above	30 days	Band 10 and above	30 days

- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic departments \(schools and colleges\)](#)
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website](#)

Date: December 2020