



**IMPACT**

## Research Assistant

**Reference:** 0104-24

**Grade:** 7

**Salary:** £32,332 per annum (pro rata – 17,717.94 per annum).

**Contract Type:** Fixed Term (9 months or until 31/12/2024 if start date is after 1st April 2024).

**Basis:** Part Time (20 hours per week)

# Job description

## Job Purpose:

The main purpose of this role is to provide research support to colleagues for a “Equality, Diversity and Inclusion Caucus (EDICa)” funded project on the work and career experiences of women experiencing or having experienced mental health issues in STEM research and innovation. The chosen candidate will be based at Aston Business School, Birmingham. She/he will be required to assist, and where necessary, take the lead in reviewing literature and policy documents, collecting and analysing research data, writing up the final report, organising advisory board meetings, developing practitioner material such as guidelines and/or training cases out of the findings and disseminating the findings to appropriate audiences under the guidance of the research team.

## Main Duties/Responsibilities:

- Undertake qualitative interviews with individuals who have experienced mental health issues (MHIs) in STEM research and innovation.
- Lead the analysis of data in the form of thematic coding.
- Manage data to ensure data integrity and ease of access to data for the principal and co-investigators.
- Conduct literature and database searches using standard techniques and methods.
- Write up the results of the data analysis and prepare for presentation to research team.
- Contribute to the production of the final report and practitioner material as appropriate.
- Use initiative and judgement to facilitate research work and resolve problems affecting the achievement of objectives and deadlines.
- Ensure that all work is undertaken and analysed in a timely manner and in line with the milestones and deliverables outlined by the principal investigator.
- Present information on research progress and outcomes to the research team.
- Liaise with partner organisations and other relevant stakeholders as required.
- Organise advisory board meetings.
- Plan, prioritise and organise own work, to achieve agreed objectives.
- Participate in internal and external partnerships and networks in order to aid the dissemination of research findings, to share best practice, and to enhance the reputation of the University.

## Citizenship

- ▶ To attend and contribute to Academic Department meetings.
- ▶ To take part in staff seminars, cross-departmental activities and events as appropriate.

- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Aston University is an equal opportunities employer and welcomes applications from all sections of the community. It promotes equality and diversity in all aspects of its work. We strive to have robust inclusivity strategies in place, including race and sexual orientation, to encourage colleagues to have the confidence and freedom to be themselves in the workplace. For more information, visit: <https://www2.aston.ac.uk/about/inclusive-aston>

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A PhD in a relevant subject (organisational behaviour, management social sciences, psychology) or near completion of a PhD.	Application form
<b>Experience</b>	<p>Experience of applying standard qualitative research techniques to gather and analyse data.</p> <p>Experience of writing reports and delivering presentations.</p> <p>Experience in undertaking qualitative data analysis and interpreting results.</p> <p>Proficiency in the use of relevant qualitative data analysis software packages such as Nvivo.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to undertake research by preparing, setting up, conducting and recording the outcome of field work.</p> <p>Ability to use initiative, creativity and judgement to develop appropriate approaches in order to further research and scholarly activities.</p> <p>Ability to work effectively in a team and with project partners.</p> <p>Ability to contribute to the planning of research projects</p> <p>Ability to deliver research objectives, deliverables and milestones in a timely manner.</p> <p>Excellent verbal and written communication skills with the ability to liaise with partners.</p> <p>Report writing and PowerPoint presentations</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>In-depth knowledge on project specific areas such as mental health illness, stigma and disability in the context of highly skilled work and career.</p> <p>In-depth knowledge of the academic literature on identity, stigma, gender and feminist perspectives.</p>	Interview
<b>Experience</b>	<p>Prior research experience of mental health illness and/or disability.</p> <p>Prior research experience of work and careers in STEM.</p> <p>Prior experience in developing practitioner material out of research findings.</p> <p>Experience in activities in relation to: Research and Knowledge Transfer (KT), Regional and Civic Engagement, Employability and Entrepreneurship, Degree Apprenticeships/ Work-based Learning, Engagement with private, public and third sectors.</p>	Application form and interview
<b>Aptitude and Skills</b>	Ability to lead in communicating research findings to relevant academic and non-academic stakeholders.	Interview

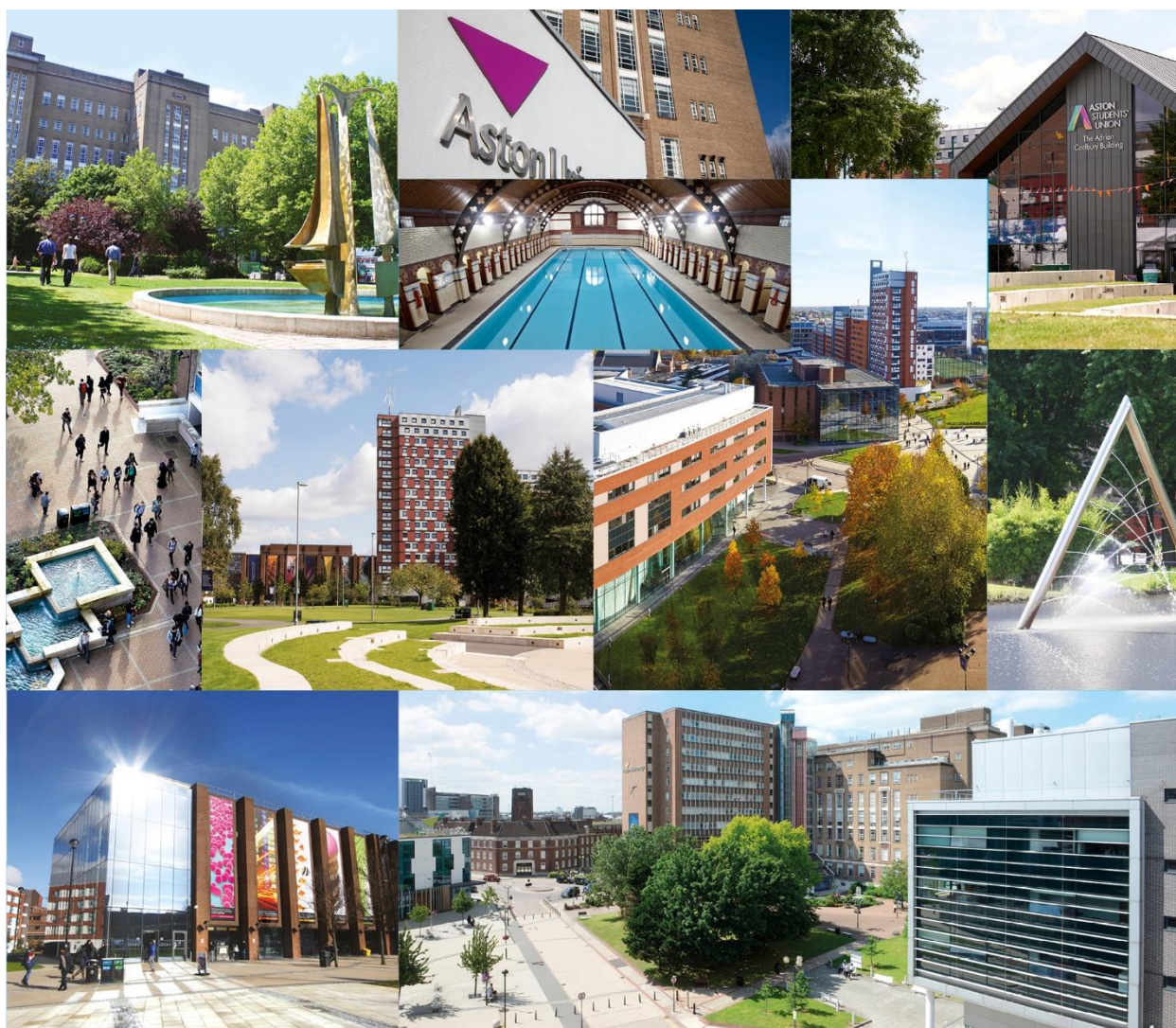
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Professor Dulini Fernando

Job Title: Professor of Work and Organisation Aston Business School

Email: [d.fernando2@aston.ac.uk](mailto:d.fernando2@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

New immigration system from 1 January 2021

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens who were not resident in the UK before 31 December 2021 will need to get a visa in advance.

You can find more information [here](#)

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the [UKVI website](#). Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

- Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>
- Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to

apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change  
gets real.**