

## Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

| <b>Position Details</b>                    |   |
|--|---|
| <b>Faculty/Directorate</b>                 | Arts and Humanities                               |
| <b>School/Department</b>                   | Sociology   |
| <b>Team</b>                                | PERU  |
| <b>Job Title</b>                           | Research Associate                                |
| <b>Grade</b>                               | 8   |
| <b>Hours of Work</b>                       | 1.0 FTE   |
| <b>Contract Duration (Perm/Fixed Term)</b> | Fixed term from date of appointment for two years |
| <b>Reports To (Job Title)</b>              | Dr. Jessica Ozan                                  |
| <b>Responsible For (Job Title)</b>         | None  |

## Principal Accountabilities

The main purpose of this role is to undertake research on the Horizon 2020 project COORDINATE which is a Starting Community on using survey research data to enhance child wellbeing policy making across Europe. You will join a team of multi-disciplinary researchers, led by Prof Pollock, using a range of innovative methods to establish Growing Up In Digital Europe, the first pan European cohort study measuring child and youth wellbeing across Europe.

The role will involve a variety of research tasks including the processing and analysis of UK cohort survey data, supporting overseas users of these data sets, contributing to working papers and peer reviewed papers in relation to the analyses undertaken, the development of support materials to assist data users with different levels of knowledge of survey data processing and statistical analysis. The post holder will also support the broader team in other aspects of the COORDINATE project as appropriate.

The appointee is expected to analyse and disseminate research findings through relevant journals, conferences, and seminars, in order to further PERU's standing in the research community and contribute to the development of new substantive findings in the field of longitudinal survey analysis and methodology.

The appointee may be expected to identify and contribute to the drafting of funding applications to increase capacity and extend the contracts of researchers operating in this area of work.

## Key Tasks

### ***Research Activities***

Undertake quantitative analysis of survey data using longitudinal statistical methods

Plan and prioritise own work and resources to achieve agreed research objectives, coordinating the work of research colleagues as required.

Undertake quality research and detailed analysis, and present findings to appropriate internal and external groups, such as research forums, conferences, or seminars, as required.

Use initiative and judgement to develop appropriate techniques in order to facilitate research work and resolve problems affecting the achievement of objectives and deadlines.

Develop research objectives and proposals for own and/or joint research with senior academic staff which meet funding criteria.

Engage in scholarly activities conducive to a long-term successful academic career that will support and enhance the research culture within the department.

### ***Liaison and Networking***

Support and work alongside international researchers funded to visit Manchester Met. through project COORDINATE.

Disseminate findings of research through journals, conferences, and seminars, in order to further the institution's standing in the HE and research community.

Participate in the development of internal and external partnerships and networks in order to disseminate information, share best practice, generate income, establish opportunities for collaborative work, and to enhance the reputation of the University.

Develop partnerships with external agencies and engage in collaborative projects that benefit both the department and the Faculty.

### ***Teaching Support***

Develop supporting materials for existing and prospective users of UK longitudinal surveys.

Supervise the work/projects of taught postgraduate and/or research students as required and provide training on techniques appropriate to the role.

Contribute to teaching support via demonstration of practical methods or operation equipment to undergraduate, masters and/or research students as appropriate.

### ***Service Provision***

Keep relevant stakeholders updated on progress, and be responsible for exploring their needs and acting on feedback, in order to ensure that research delivers against their requirements.

Respond to enquiries and requests for information from potential students, academic staff from other HE institutions, and relevant stakeholders, when required.

Collaborate with senior academic staff to organise, manage and carry out appropriate research, and actively contribute to the longer term planning and direction of future projects.

Actively promote quality research and enhance the reputation of the University within the research community.

Proactively and effectively engage with quality assurance procedures to ensure that University standards are upheld.

### ***Teamworking***

Actively participate as a member of the research team, providing mutual support to colleagues to achieve successful completion of projects.

Allocate and monitor the work of research students when required.

Offer support to other researchers in research methodology and areas of expertise, and introduce new starters to the area, giving training on basic skills and activities to assist their induction to the team.

Attend Faculty, Department and Programme meetings/boards as appropriate and proactively contribute to decision making.

Guide and support research assistants and other members of staff within the department in areas of expertise e.g. in undertaking research and writing up papers for publication.

## **Special Features**

## **Miscellaneous**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

### Selection Criteria

| Attributes |                                | Item | Relevant Criteria   | Essential/<br>Desirable |
|------------|--------------------------------|------|---|-------------------------|
| 1          | Skills & Abilities             | 1.1  | Ability to lead the work of a research team, co-ordinating effort and resources.  | E                       |
|            |                                | 1.2  | Ability to build relationships and establish networks with internal and external contacts.  | E                       |
| 2          | General & Specialist Knowledge | 2.1  | Proficiency in the processing and longitudinal analysis of cohort studies using STATA, SPSS or R.   | E                       |
|            |                                | 2.2  | Possess sufficient breadth and/or depth of specialist knowledge (including current practice) to work within established research programmes and write authoritatively in the area of and aspect of children or young people's wellbeing   | E                       |
| 3          | Education & Training           | 3.1  | A doctoral level qualification in a relevant area and evidence of continuous professional development.  | E                       |
| 4          | Relevant Experience            | 4.1  | Significant research experience in the field of the longitudinal analysis of survey data on children and young people, which should have included: <ul style="list-style-type: none"> <li>making a demonstrable, independent contribution to projects</li> <li>developing partnerships with internal and external agencies</li> <li>preparing funding proposals and applications to external bodies</li> <li>using initiative, creativity and judgement to develop appropriate approaches to research</li> <li>synthesising complex data from different sources and communicating findings via written reports</li> </ul> | E                       |

|                         |                      |     |   |   |
|-------------------------|----------------------|-----|---|---|
|                         |                      |     | <ul style="list-style-type: none"> <li>presenting at national and/or international research meetings</li> <li>experience of supervising student work and providing appropriate support and feedback.</li> </ul> |   |
| 5                       | Special Requirements | 5.1 | The ability to travel overseas for meetings and conferences.  | D |
| <b>Date of Revision</b> |                      |     |   |   |