



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Assistant in Law & Social Justice, Faculty of Social Sciences



**Salary: Grade 6 (£27,025 - £32,236 p.a. pro-rata)**

**Reference: ESLLW1116**

**Closing date: 9 April 2019**

**Fixed-term for 36 months to 31 March 2022**

**Part time, 50% fte (18.75 hours a week)**

## **Research Assistant in Law & Social Justice (0.5 FTE)**

### **School of Law, Faculty of Social Sciences**

**Do you have an interest in supporting disabled people and/or carers who are experiencing difficulties in accessing their rights? Are you an exemplary writer with excellent organisational skills and experience in undertaking academic research?**

We are seeking a well organised and experienced Research Assistant to work on the Cerebra Legal Entitlements Research Project, led by Professor Luke Clements, with colleagues from our Centre for Law and Social Justice, in collaboration with Cerebra. The Project's core aim is to develop effective mechanisms to enable families with disabled children to access their statutory entitlements to health, social care and education supports. In seeking to achieve this aim the project has developed two programmes, for which you will provide support:

- A student led thematic research programme where up to 60 student volunteers undertake research concerning a specific service / organisation with which families with disabled children have encountered difficulties; and
- A joint research programme with the Cerebra 'In-House' research unit which seeks to improve the ability of parents of disabled children to access (and helping others to access) the health, education and social care entitlements relevant to their family's needs.

You will help maintain and develop both programmes and assist with the making of grant applications to develop new programmes that have the same core 'access to justice' aim.

### **What does the role entail?**

As a Research Assistant in Law & Social Justice your main duties will include:

- Working with and supporting Professor Luke Clements on his research agenda, research projects and publications;
- Assisting with the maintenance and development of the Project's programmes identifying where improvements could be made and how this might be achieved;



- Assisting with monitoring the progress of the Project's programmes over the period of the programmes and taking any appropriate action to ensure they are delivered successfully including resolving any complex problems which may arise;
- Assisting with the design and implementation of the student-led thematic research programme (including preparing outline specifications and questionnaires etc) and analysing the findings of the research concerning the effectiveness of the programme to inform your own and others' decisions;
- Providing regular support and advice to stakeholders e.g. in encouraging student development within the Project's programmes;
- Planning ahead, arranging and coordinating training events, dissemination seminars and other impact activities concerning the work of the Project to ensure they are delivered successfully;
- Being involved in communicating information, sometimes complex, via the preparation of reports, briefing papers – including policy briefings, conference presentations and web page content ensuring they can be understood by the relevant audience;
- Contributing to preparing significant academic publications that are consistent with the established quality profile of the School of Law;
- Being involved in the development and submission of high quality proposals and applications for externally funded research connected with the Project;
- Participating actively as a member of the Centre for Law and Social Justice and the School of Law;
- Balancing the competing pressures of research demands and deadlines.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Research Assistant in Law & Social Justice you will have:

- A relevant degree and/or equivalent experience;
- A substantial working background in a disabled people's and/ or carers rights environment (statutory or independent sector organisation engaged in promoting these rights) with practical or personal experience in supporting disabled people and/ or carers who are experiencing difficulties in accessing



their rights;

- The ability to set up standard office systems and procedures and make improvements as appropriate;
- Experience of undertaking policy-relevant research in the field of disability rights and access to justice;
- Experience of compiling reports in clear accessible language;
- Experience of delivering high quality written work for academic publication;
- Experience of successful dissemination and impact activities;
- An interest in research concerning 'what works' in relation to problem solving / effecting change, to improve the lives of disabled people and carers;
- Excellent organisational skills with a demonstrable ability to manage time effectively, to prioritise a wide range of tasks and meet internal and external deadlines;
- A high level of interpersonal and communication skills, including writing skills and the ability to network and communicate effectively to an academic audience and other stakeholders as appropriate;
- Good word processing, spreadsheet and general IT skills;
- Ability to work independently and on own initiative demonstrating judgement in planning and carrying out activities as well as a capacity to enthuse others and work successfully as a member of a team;
- Capacity to work well with non-academic research user communities and to communicate effectively with professional collaborators;
- A willingness to travel throughout West Yorkshire for the duration of the project, and to attend national meetings/conferences such as may be required.

You may also have:

- A postgraduate degree in the area of social care / social justice or a relevant allied subject;
- Experience of working on externally funded research projects;
- Experience of research project management;
- Experience of verbally presenting research findings to professional and/or academic audiences;
- Experience of research user engagement and network building at local, national and/or international levels; and
- Evidence of ability to solve expansive problems using initiative and creativity;



identifying and proposing practical solutions and resolving problems with range of potential outcomes.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

### Professor Luke Clements

Tel: +44 (0)113 343 9823

Email: [L.J.Clements@leeds.ac.uk](mailto:L.J.Clements@leeds.ac.uk)

## Additional information

### About the job

You will be responsible to the Dean of Faculty and report to the Head of School with day to day reporting to Professor Luke Clements, the Cerebra Professor of Law and Social Justice.

Find out more about our [School of Law](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

