



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant in Criminal Justice, Faculty of Social Sciences



Salary: Grade 6 (£27,511– £32,817 p.a. pro-rata)

Reference: ESLLW1128

Closing date: 10 November 2019

Part time, 80% of full time equivalent

Fixed-term until 31 July 2021

We will consider flexible working arrangements

Research Assistant in Criminal Justice School of Law, Faculty of Social Sciences

Are you an ambitious researcher looking for your next challenge? Do you have a background in criminology/ criminal justice or a related field? Do you want to further your career in one of the UKs leading research intensive Universities?

You will work within the Centre for Criminal Justice Studies to support Professor Anthea Hucklesby, Chair in Criminal Justice, to complete and develop a range of research projects, undertake dissemination and impact activities and assist with the preparation of reports and academic publications.

With a relevant doctorate, evidence of an ability to produce published outputs and experience of policy-relevant research, you will support the development of funded research projects, assist with the preparation of reports and publications and manage impact activities and evidence gathering. You will possess excellent analytical and writing skills and the ability to deal with a variety of tasks to set deadlines. The ability to work alone, as part of a team and with a range of people is essential, along with strong organisational skills. You may be required to undertake a criminal record check.

What does the role entail?

As a Research Assistant your main duties will include:

- Supporting Professor Hucklesby on existing and future research projects in the field of criminal justice especially the tracking of people and the electronic monitoring of offenders; prisons; bail and remand policy; and community sanctions;
- Generating and pursuing independent and original research ideas in the appropriate areas;
- Being involved in the development of high quality proposals and applications for externally funded research in the field of criminal justice;
- Seeking opportunities for collaborative and interdisciplinary work within or beyond the University;
- Being involved in and where appropriate, being responsible for the planning and conducting of research in the relevant field, designing research instruments, undertaking fieldwork and analysing data;



- Being involved with the planning and execution of dissemination and impact activities including preparing reports, briefing papers, conference presentations, web page content and organising events as well as evidencing and evaluating research impact;
- Working with Professor Hucklesby on the presentation of research findings to academic and professional audiences and communicate complex data in accessible ways;
- Being involved in writing research reports;
- Being involved in the preparation of significant academic publications that are consistent with the established quality profile of the School of Law;
- Participating actively as a member of the Centre for Criminal Justice Studies and the School of Law;
- Developing research user networks that enhance the relevance, value and impact of Professor Hucklesby's research;
- Contributing to the research culture of the Centre for Criminal Justice Studies and the School of Law.

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 you will have:

- A PhD which is completed or nearing completion (within 6 months of submission) in the area of criminology/ criminal justice or a relevant allied subject;
- Experience of undertaking research in the field of criminal justice or related area and experience of analysing empirical research data (qualitative and/or quantitative);
- Experience of compiling reports in clear accessible language with experience and potential to deliver high quality written work for academic publication;
- Experience of successful dissemination and impact activities;
- Experience of working across disciplinary boundaries;
- Experience of working with research users from a range of sectors including government and private and voluntary organisations;



- Excellent organisational skills with a demonstrable ability to manage time effectively, to prioritise tasks and meet internal and external deadlines;
- A capacity to enthuse others and work successfully as a member of a team and also independently on your own initiative;
- A high level of interpersonal and communication skills, including writing skills and the ability to communicate effectively to an academic audience and other stakeholders as appropriate;
- Good word processing, spreadsheet and general IT skills;
- Experience of using SPSS (Statistical Package for the Social Sciences);
- An ability to synthesise academic and practice knowledge in diverse areas of criminal justice;
- An ability to demonstrate judgement in planning and carrying out activities;
- An ability to maintain confidentiality and handle sensitive information with discretion.

You may also have:

- Experience of working on externally funded research projects;
- Demonstrable evidence of a personal contribution to the preparation of applications for externally funded research grants;
- Knowledge and experience of international comparative research in the field of criminal justice;
- Knowledge of criminal justice including electronic monitoring, community sanctions, remand/bail, terrorism-related offenders and/or non-state sector criminal justice providers' research and/or policy;
- Experience of research project management;
- Experience of presenting research findings to professional and/or academic audiences;
- Experience of organising research events and managing websites;
- Experience of research user engagement and network building at national and/or international levels;
- A portfolio of academic publications consistent with the nature of the post;
- A willingness to travel to national and international meetings/conferences.



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 Anthea Hucklesby, Chair in Criminal Justice

Tel: office +44 (0)113 343 5013 or mobile: +44 (0) 7702959910

Email: A.L.Hucklesby@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of the Faculty and report to the Head of School.

The purpose of the role is to support the research agenda of Professor Anthea Hucklesby during her tenure as Pro-Dean for Research and Innovation. As such, this role is intended to fill the research gap left as a result of her management role and is therefore linked to that post. This post is available until 31 July 2021 but may be brought to an end sooner in the event that Professor Hucklesby ceases to be Pro-Dean for Research and Innovation.

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.



Criminal record information

Rehabilitation of Offenders Act 1974

The post may be subject to DBS checking once the final ambit of the post has been defined. The successful applicant may be required to give consent for the University to check their criminal record status through independent verification (from the DBS). Information will be kept in strict confidence. Your offer of appointment will be subject to the University being satisfied with the outcome of these checks.

Applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

