



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant or Research Fellow, Work and Employment Relations Division, Leeds University Business School



Salary: Grade 6 (£27,511 – £32,817 p.a.) or Grade 7 (£33,797 - £40,322 p.a.)

Reference: LUBSC1449

Interviews to take place on 11 December 2019

Fixed-term for 6 months

We will consider job share and flexible working arrangements

Research Assistant or Research Fellow, Work and Employment Relations Division, Leeds University Business School

Do you have an aptitude for carrying out research? Are you experienced in qualitative methods (interviews and focus groups)? Do you have a sound academic knowledge of HRM, knowledge transfer, learning and skills?

We are looking to recruit a Research Assistant or Research Fellow to support an ongoing research project into learning and knowledge transfer in the Fire and Rescue Services, which may be extended into the emergency services more generally. You will work with Professor Irena Grugulis, Professor of Work and Skills, Dr Hugh Cook, Lecturer in Employment Relations and HRM, and Dr James Brooks, Postdoctoral Research Fellow, who will jointly supervise the project. The project examines the ways that firefighters work and learn together in a professional community of practice.

You will be required to schedule and conduct focus groups and interviews, examine primary documents, manage the transcription process and carry out other relevant tasks as required.

We would be happy to hear from people wishing to work part time.

What does the role entail?

As a Research Assistant, your main duties will include:

- Providing support on the project and to the project leaders;
- Scheduling interviews, focus groups and other forms of fieldwork;
- Conducting interviews, focus groups and other forms of fieldwork;
- Conducting primary documentary analysis;
- Coding research notes and interview/focus group transcriptions on NVivo;
- Participating actively as a member of the project team, which may include presenting research output, where appropriate;
- Working both independently and as part of a larger team of researchers and stakeholders;
- Continually updating your knowledge, understanding and skills in the research field



As a Research Fellow, your main duties will also include:

- Generating and pursuing original research ideas;
- Communicating or presenting research results through publication or other recognised forms of output;
- Preparing papers for publication and independently writing reports.

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 Masters' Degree in HRM or associated subject;
- Excellent communication skills;
- Experience in conducting qualitative research;
- Well-developed analytical skills;
- Ability to work on own initiative as well as part of a team;
- Ability to travel to fire stations in the Yorkshire region (many are difficult to access by public transport so you will need access to a car).

As a Research Fellow, in addition, you will have;

- A PhD (or to near completion) in HRM or associated subject, or equivalent professional experience;
- Significant experience in conducting qualitative research.

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 Irena Grugulis

Tel: +44 (0)113 343 4460

Email: I.Grugulis@leeds.ac.uk

Additional information

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

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

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.

