



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Post-Doctoral Research Assistant in the Collaboration with Local Authorities Review, Faculty of Social Sciences



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

Reference: ESLSS1058

Fixed-term from February 2020 – May 2020 (Full-time)

We will consider flexible working arrangements

Post-Doctoral Research Assistant in the Collaboration with Local Authorities Review

Faculty Office, Faculty of Social Sciences

Are you an early career researcher looking for your first challenge? Are you interested in the role of social sciences in understanding and addressing societal change through engagement with local policy? Do you want to further your career in one of the UK's leading research intensive Universities?

You will be working with Leeds City Council, under the supervision of Professor Adam Crawford, to undertake a variety of tasks designed to understand and improve the process of collaboration between the university and local policymakers with a view of developing partnerships and collaborations aimed at supporting evidence-based policy making.

The Leeds Social Sciences Institute (LSSI) works to promote and champion the social sciences at Leeds both across the University and in collaboration with our external partners. It fosters interdisciplinary and international research collaborations, promotes relations with external partners in the public, private and third sectors and builds capacity through the provision of training and skills development for the next generation of research leaders.

With a successfully completed PhD (this includes work submitted for assessment, but not yet examined) in a relevant field of study, you will have interests in the role of social science research in understanding and addressing societal change and the importance of collaborating with local authorities as a way to support this endeavour. You will also have experience of conducting qualitative, or qualitative and quantitative, research. Your background may be in a range of social science fields and you must be willing to work across disciplinary boundaries. You will also work with various members of Leeds City Council staff and be involved in producing short reports on the research findings for various academic, professional and non-professional audiences during your time on this project.

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 or as part of a team is essential, as are strong organisational, interpersonal and communication skills.



What does the role entail?

As a Post-Doctoral Research Assistant, your main duties will include:

- Working with Leeds City Council, under the supervision of Professor Adam Crawford, to support them in their task to better understand the collaborative relationship between University of Leeds (UoL) and Leeds City Council (LCC);
- Being an active researcher undertaking tasks such as conducting a mapping review of existing engagement between UoL and LCC and highlighting new opportunities for collaborative working;
- Identifying pathways of engagement within and between UoL and LCC and the potential challenges involved in doing so. This may be achieved by conducting interviews with university and local authority members of staff, planning and undertaking other fieldwork; and analysing data generated;
- Under guidance, drafting project reports and project report contributions;
- Being involved in presenting research findings to academic and professional audiences and communicating data in accessible ways;
- Contributing to the planning and development of a streamlined process of engagement between the University of Leeds and Leeds City Council;
- 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 Post-Doctoral Research Assistant you will have:

- A PhD (this includes work submitted for assessment, but not yet examined) in any relevant area of study;
- An interest in supporting the impact of social sciences research;
- Experience of successfully conducting qualitative, or qualitative and quantitative, research in the field;
- Successfully completed training in social research methods, at either undergraduate or post-graduate level;



- Experience of presenting research findings to professional and/or academic audiences;
- Excellent organisational skills with a demonstrable ability to manage time effectively, to prioritise tasks and meet internal and external deadlines;
- A high level of interpersonal and communication skills, including the ability to communicate effectively with the academic and local authority supervisor/s and other stakeholders as appropriate;
- Good general IT skills;
- An ability to work independently and on own initiative;
- An ability to demonstrate judgement in planning and carrying out activities.

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:

Camilla McCartney, Leeds Social Sciences Institute Engagement Officer

Telephone: +44(0)113 343 0965

Email: c.j.mccartney@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of the Faculty and report to the Director of Leeds Social Sciences Institute.

Find out more about the [Leeds Social Sciences Institute](#).

Working at Leeds

Find out more about the benefits of working at the University and what it's 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.

