



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant, International Business Division, Faculty of Business



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

Reference: LUBSC1478

65% full time equivalent

Fixed term for 2 years

We will consider job share and flexible working arrangements

Research Assistant International Business Division Faculty of Business

Are you an ambitious researcher looking for your next challenge? Do you want to further your career in one of the UK's leading research intensive Universities?

As a world-leading centre for international business, the International Business Division produces outstanding and impactful research. Drawing upon our research and scholarship, we provide students an exceptional educational experience, offering skills and capabilities for competing in the global economy. Our research and teaching add continuous and sustainable value to business and society.

As a Research Assistant you will work on the collected papers of Edith Penrose, produce publications, such as books and papers, and more generally support the research projects and activities of Professor Christos Pitelis (Head of Division). You will also be expected to do independent work related to the project and to work with other members of the research team.

What does the role entail?

As a Research Assistant your main duties will include:

- Working on the papers, letters and correspondence of Edith Penrose;
- Working on a book with Oxford University Press on papers by Professor Pitelis;
- Prepare power point presentations and deal with all matters related to conference participation and attendance;
- Working with and in support of Professor Pitelis, to ensure the research is successfully completed;
- Developing research objectives and proposals and contributing to setting the direction of the research project and team including, where appropriate preparing proposals for funding in collaboration with colleagues;
- Evaluating methods and techniques used and results obtained by other researchers and to relate such evaluations appropriately to your own work;
- Assisting with the communication and presentation of research results through publication or other recognised forms of output;



- Assisting with preparing papers and other texts for publication in leading international journals and independently writing reports;
- Working both independently and also as part of a larger team of researchers, engaging in knowledge-transfer activities where appropriate and feasible;
- Maintaining your own continuing professional development;
- Contributing to the research culture of the Division/School/Faculty, where appropriate;
- Updating research and related websites, such as research gate, google scholar and LinkedIn.

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 and preferably a PhD in a closely allied discipline;
- Demonstrated experience of conducting research;
- Good time management and planning skills, with the ability to meet tight deadlines and work effectively under pressure;
- Excellent written and verbal communication skills including presentation skills and the ability to communicate effectively with a wide range of stakeholders;
- Proven ability to manage competing demands effectively, responsibly and without close support;
- A proven ability to work well both individually and in a team;
- Strong IT related skills
- A strong commitment to your own continuous professional development.

You may also have:

- A track record of quality publications.

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 Christos Pitelis, Head of the International Business Division

Email: C.Pitelis@leeds.ac.uk

Or

Professor Elizabeth Rose, Chair in International Business

Email: E.Rose@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.

