



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Research Assistant, International Business Department, Leeds
University Business School**



Salary: Grade 6 (£31,396 – £37,099 p.a. pro rata, depending on experience)

Reporting to: Omar Al-Tabbaa

Reference: BUSIB1006

0.5 FTE

(Fixed term 31 July 2025 to complete specific time limited work):

Location: Leeds University Business School (with scope for hybrid working)

'We are open to discussing flexible working arrangements.'

Research Assistant, International Business Department, Leeds University Business School

Overview of the Role

Omar Al-Tabbaa is seeking a Research Assistant to support the project 'Digitalisation for Sustainable Development: The Perspective of Internationalising UK SMEs'. The project explores how UK-based internationalizing SMEs can leverage new Digital Technologies (DTs) to advance four critical "firm-level" UN Sustainable Development Goals (SDGs): 1) SDG7: Affordable and Clean Energy; 2) SDG8: Decent Work and Economic Growth; 3) SDG12: Responsible Consumption and Production; and 4) SDG13: Climate Action.

In addition, the project will explore the institutional complexities that arise from variations in regulatory and operational environments affecting the transnational activities of SMEs adopting these technologies. This research will include a systematic literature review, focused group discussions, a pilot study, and the creation of an advisory board to guide the project.

Main duties and responsibilities

- Conduct comprehensive literature reviews and systematic literature reviews;
- Conduct/Assist with qualitative data analysis using Nvivo software;
- Conduct/Support data collection and help with preliminary data analysis;
- Assist in writing and editing academic papers, including reference management;
- Provide administrative and technical support to facilitate the smooth operation of the project (e.g., the coordination of workshops/engagement activities);
- Handle additional project-related ad hoc tasks as needed.

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.



Qualifications and skills

Essential

- Master's or PhD in International Business, Management, or a closely related field;
- Experience in conducting both literature reviews and systematic literature reviews;
- Strong ability to collect data, consolidate, and synthesize research findings, particularly in International Business and Management;
- Proficiency with Nvivo software for qualitative data analysis;
- Excellent written and verbal communication skills, with the ability to engage with a diverse range of stakeholders;
- Strong time management and planning abilities;
- Ability to work both independently and as part of a collaborative team;
- Self-driven with the ability to work autonomously and solve problems proactively.

Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University and School

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School, we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.



Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates are always selected based on merit and ability.

Please Note: If you are not a British or Irish citizen, since 1 January 2021 you require permission to work in the UK. This will normally be in the form of a visa but if you are an EEA/Swiss citizen and you were resident in the UK before 31 December 2020, this will be your status under the EU Settlement Scheme.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.

Salary Requirements of the Skilled Worker Visa Route



G6 - Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

