



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Research Assistant, Accounting and Finance Department, Leeds University Business School**



**Salary: Grade 6 £17.88 per hour**

**50 hours available over a maximum of 2 month period**

**Reference: BUSAF1018**

**Fixed term (To complete specific time limited work).**

**Location: Main campus (with scope for hybrid working)**

**'We are open to discussing flexible working arrangements.'**

## Overview of the Role

### Do you have a background in Data Analytics or Computer Science?

We are seeking to appoint one Research Assistant (Grade 6). There is funding for 50 hours for this role, at £17.88 per hour. You will work with Dr Jiayi Yuan in the Accounting and Finance Department at the University of Leeds to collect data and conduct large-scale textual analysis related to Environmental, Social, and Governance (ESG).

### Main duties and responsibilities

- Collecting data and conducting large-scale (billion-level) data analysis, with guidance as necessary;
- Processing textual analysis, with guidance as necessary;
- Supporting research activities, including contributing to background data analysis;
- Working both independently and as part of a larger team of researchers and stakeholders;
- Contributing to the research culture of the School, where appropriate;
- Continually updating your knowledge, understanding, and skills in the research field.

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

- A Master/PhD in the Data Analytics, Computer Science, Finance, or a closely allied discipline;
- A strong background in big data analysis;
- Good interpersonal and communication skills;
- Well-developed analytical skills;
- Good time management and planning skills, with the ability to meet tight deadlines;





- A proven ability to work well both individually and in a team

## **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**

#### **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 will always be selected based on merit and ability.

### **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**

This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available via [the Government's Work in the UK page](#).

