



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant, School of Law, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£33,951– £39,906 p.a. depending on experience)

Reporting to: Dr Charlotte Barlow

Reference: ESLLW1226

Location: University Main Campus (with a scope for Hybrid Working)

1FTE, 37.5 hours per week

Available on a fixed term basis for 2 years from 01 February 2026 to complete specific time limited work.

We are open to discussing flexible working arrangements.

Research Assistant

School of Law

Research Assistant required for an ESRC funded project entitled 'Information sharing and domestic abuse: A case study of Domestic Violence Disclosure Schemes'.

Overview of the Role

We are seeking to appoint a full-time grade 6 Research Assistant for 2 years starting February or March 2026 to facilitate the development of knowledge of formal and informal information sharing in domestic abuse cases, with a particular emphasis on Clare's Law/ the Domestic Violence Disclosure Scheme. The aims of the project are to understand how, when, in what circumstances, and with whom police forces in England and Wales share information via DVDS; to examine the strengths and weaknesses of DVDS as a method of information sharing; and to explore the information sharing practices engaged in by victim-survivors and the implications of this. The four work packages involved in the project are: 1) Policy analysis of national and international approaches to DVDS; 2) Quantitative, statistical analysis of DVDS data from all 43 police forces in England and Wales; 3) Qualitative interviews with key stakeholders (including representatives from police, probation, domestic abuse services, adult and child safeguarding and victim-survivors); 4) Knowledge exchange events and tools to improve DVDS and information sharing.

The role of the RA post will be to conduct the data collection and analysis. This includes supporting the project team with the literature and policy review, conducting the quantitative/ statistical analysis of police data, conducting and analysing the qualitative interviews with key stakeholders (either face-to-face or via an online platform) with Dr Charlotte Barlow as appropriate, support with the organisation and development of knowledge exchange events and tools, support with report writing and project dissemination.

The project is led by Dr Charlotte Barlow at The University of Leeds, with the support of Dr Ellen Reeves, the University of Liverpool. Day to day management will be conducted by Dr Charlotte Barlow.

Any appointee will need to undertake police vetting procedures as part of their appointment.



Main duties and responsibilities

- Data collection, both quantitative (police data) and qualitative (interviews with key stakeholders).
- Identify and analyse key relevant policy and literature.
- Appropriate and responsible storage of project data.
- Determine and carry out appropriate analytical techniques for both quantitative and qualitative data. This includes using appropriate software packages, such as SPSS and NVivo.
- Provide administrative support to research meetings and complete any other administrative tasks directly associated with the identified research projects.
- Conducting interviews in a sensitive and supportive manner
- Support with the development of research instruments, such as interview schedules.
- Support with the organisation and development of knowledge exchange/ end of project events and learning tools, to expand the impact potential of the project.
- Liaise with external partners and agencies as required.
- Abide by the University of Leeds Research Ethics Code and Practice
- To carry out duties appropriate to the post as determined by Dr Charlotte Barlow.

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.

Person specification

Identified from CV, supporting statement, interview and references



Work experience

Essential criteria

- Experience of conducting interviews
- Experience of quantitative/ statistical data analysis
- Experience of qualitative data analysis
- Previous work or research experience in a related field
- Experience in data handling/ storage

Desirable

- Previous experience of research in the field of domestic abuse

Qualifications and skills

Essential

- Good undergraduate degree, or equivalent, in a relevant area is required
- Good Masters/ MSc, or equivalent, in a relevant area is required.
- PhD in a relevant area submitted or within 6 months of completion

Desirable

- Completed PhD in a relevant area

Skills and abilities

Essential

- Strong writing skills
- Knowledge of domestic abuse and the England & Wales criminal justice policy context
- Work well within a team.
- Ability to liaise with external partners and key agencies
- Understanding of qualitative and quantitative research methods/ approaches
- Experience of data analysis software packages, including SPSS and NVivo
- Ability to consolidate and analyse literature and policy documents
- Good presentation and communication skills
- Awareness of ethical codes and practices
- Excellent planning, organisational and IT skills



Desirable

- Experience of presentations at meetings and seminars
- Experience of developing outputs for different audiences (including non-academic)

Personal attributes

- Proven ability to work on own initiative
- Ability to work cooperatively within a team
- Ability to prioritise commitments
- Ability to interview participants in a sensitive and supportive manner
- Ability to establish a good rapport with participants and research stakeholders
- Ability to travel and overnight stays

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:

Email: C.Barlow@leeds.ac.uk

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



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

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: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>.

