



**Faculty of Education, Social Sciences and Law
School of Law**

Research Assistant in Criminal Justice

Part time, 80% of full time equivalent, fixed term available from 1 January 2017, until 31 July 2018

You will work within the Centre for Criminal Justice Studies to support Professor Anthea Hucklesby, Chair in Criminal Justice, to complete and develop a range of research projects, undertake dissemination and impact activities and assist with the preparation of reports and academic publications.

With a relevant doctorate, evidence of an ability to produce published outputs and experience of policy-relevant research, you will support the completion of funded research projects and develop new ones as well as managing impact activities. 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, as part of a team and with a range of people is essential, along with strong organisational skills. You may be required to undertake a criminal record check.

The University of Leeds is a diverse, multi-cultural environment. We welcome applications from all sections of society you will be expected to work within University values and policies which are designed to promote dignity, diversity and inclusiveness.

University Grade 6 (£26,052- £31,076 p.a. pro-rata.)

Informal enquiries may be made to Professor Anthea Hucklesby, tel +44 (0)113 343 5013, email a.l.hucklesby@leeds.ac.uk

Ref: ESLLW1064

**Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs**

Job Description

Responsible to: Dean of Faculty

Reports to: Chair in Criminal Justice, Professor Anthea Hucklesby

Main Purpose of the Role

To support the research agenda of Professor Anthea Hucklesby during her tenure as Pro-Dean for Research and Innovation. As such, this role is intended to fill the research gap left as a result of her management role and is therefore linked to that post. This post is available until 31 July 2018 but may be brought to an end sooner in the event that Professor Hucklesby ceases to be Pro-Dean for Research and Innovation.

Main Duties and Responsibilities

- To support Professor Hucklesby on existing and future research projects in the field of criminal justice especially electronic monitoring of offenders; terrorism related offenders; remand policy; community sanctions; and private sector involvement in criminal justice
- To generate and pursue independent and original research ideas in the appropriate areas
- Be involved in the development of high quality proposals and applications for externally funded research in the field of criminal justice
- Seek opportunities for collaborative and interdisciplinary work within or beyond the University
- Be involved in and where appropriate, be responsible for the planning and conducting of research in the relevant field, designing research instruments, undertaking fieldwork and analysing data
- To be involved with the planning and execution of dissemination and impact activities including preparing reports, briefing papers, conference presentations, web page content and organising events
- To work with Professor Hucklesby on the presentation of research findings to academic and professional audiences and communicate complex data in accessible ways
- To be involved in writing research reports
- Be involved in the preparation of significant academic publications that are consistent with the established quality profile of the School of Law
- Participate actively as a member of the Centre for Criminal Justice Studies and the School of Law
- Develop research user networks that enhance the relevance, value and impact of Professor Hucklesby's research
- Contribute to the research culture of the Centre for Criminal Justice Studies and the School of Law

- To balance the competing pressures of research demands and deadlines
- To demonstrate a commitment to the University's agreed values
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University
- To carry out other duties associated with the post as may arise

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

Qualifications and Knowledge

- A PhD which is completed or nearing completion (within 6 months of submission) in the area of criminology/ criminal justice or a relevant allied subject.

Experience

- Experience of undertaking research in the field of criminal justice.
- Experience of analysing empirical research data (qualitative and/or quantitative).
- Experience of compiling reports in clear accessible language.
- Experience and potential to deliver high quality written work for academic publication.
- Experience of successful dissemination and impact activities.

Personal Attributes and Skills

- Commitment to the University's agreed values and a willingness to align personal performance objectives to agreed priorities consistent with University, Faculty, School and research group strategies.
- Excellent organisational skills with a demonstrable ability to manage time effectively, to prioritise tasks and meet internal and external deadlines.
- A capacity to enthuse others and work successfully as a member of a team.
- A high level of interpersonal and communication skills, including writing skills and the ability to communicate effectively to an academic audience and other stakeholders as appropriate.
- Good word processing, spreadsheet and general IT skills.
- Experience of using SPSS (Statistical Package for the Social Sciences).
- Ability to work independently on own initiative.
- Ability to synthesise academic and practice knowledge in diverse areas of criminal justice.
- Ability to demonstrate judgement in planning and carrying out activities.
- A willingness to share the School's commitment to excellence in all aspects of work and output.
- Able to demonstrate an understanding of the diverse nature of the University community and a willingness to work with staff, students and visitors (as appropriate) from a wide range of backgrounds, upholding the University value of inclusiveness.

Desirable

- Experience of working on externally funded research projects.
- Demonstrable evidence of a personal contribution to the preparation of applications for externally funded research grants.
- Knowledge and experience of international comparative research in the field of criminal justice.
- Knowledge of criminal justice including electronic monitoring, community sanctions, remand/bail, terrorism-related offenders and/or non-state sector criminal justice providers' research and/or policy.
- Experience of research project management.
- Experience of presenting research findings to professional and/or academic audiences.
- Experience of organising research events and managing websites.
- Experience of research user engagement and network building at national and/or international levels.
- A portfolio of academic publications consistent with the nature of the post.
- Willingness to travel to national and international meetings/conferences.

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Criminal Record Checks

The post may be subject to a criminal record check once the final ambit of the post has been defined. The successful applicant may be required to give consent for the University to check their criminal record status through independent verification (from the DBS) and from any equivalent overseas authorities where relevant.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University's Data Protection policy, available at http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records

Disabled Applicants

The post is located in the School of Law. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.