



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Assistant, School of Media and Communication, Faculty of Arts, Humanities and Cultures



**Salary: Grade 6 (£26,495 – £31,604 p.a.)**

**It is likely that an appointment will be made no higher than £30,688, since there are funding limitations which dictate the level at which the appointment can start.**

**Reference: AHCMC1016**

**Closing date: 22 September 2017**

**Fixed-term to 14 October 2019, Post available from 1 November 2017**



## **Research Assistant (The role of the arts in Sustainable Prosperity), School of Media and Communication, Faculty of Arts, Humanities and Cultures**

**Are you an ambitious researcher looking for your next challenge? Do you possess a PhD in a relevant field, such as: cultural policy; human geography; sociology; environmental policy; urban or regional studies, or media and cultural studies? Do you have a familiarity with standard socio-economic datasets, at regional and local level?**

**Project title:** The role of arts in Sustainable Prosperity

Applications are invited for a Research Assistant to work with Professor Kate Oakley on the ESRC funded, Centre for the Understanding of Sustainable Prosperity (CUSP) project. The project has an arts and culture theme, led by Professor Kate Oakley, which explores the ways in which arts and cultural activities can help develop ideas of the good life beyond material consumption. Taking a case-study based approach, the research team will be working in regions across the UK looking at the development of localised cultural economies, the idea of cultural work as 'good work' and the role of cultural activities in everyday life. The appointee will provide general research and administrative support, interviewing and conducting of focus groups, and contribute to the preparation and dissemination of reports and journal articles.

With a PhD in a relevant field, such as: cultural policy; human geography; sociology; environmental policy; urban or regional studies, or media and cultural studies, you will have a familiarity with standard socio-economic datasets, particularly at regional and local level. You will also have a developing record of research, commensurate with the level of the post, and excellent communication, interpersonal and organisational skills. The role is based at the University of Leeds, but you will also be required to work at various locations in the UK, as required by the project.

### **What does the role entail?**

As a Research Assistant, your main duties will include:

Providing qualitative research support, including interviewing and organising focus groups;



- Maintaining core data sets (socio-economic indicators) for the case study areas;
- Assisting with the writing of reports, papers and journal articles and conference presentations;
- Sourcing transcription, delivering files and obtaining updates on progress as necessary;
- Organising, running and participating in public engagement and impact activities, keeping records and providing evidence as required by the ESRC;
- Liaising with CUSP partners, including attending regular team meetings;
- Preparing the archiving of transcripts and other data;
- Ensuring that all research is conducted in accordance with relevant legislation and within the requirements of research ethics and governance, including recruitment of participants and obtaining informed consent;
- Providing general administrative support including:
  - producing documentation, including focus groups documentation, such as consent/confidentiality forms;
  - correspondence;
  - maintenance of files and records;
  - booking travel and meeting spaces.

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 PhD in a relevant field, such as: cultural policy; human geography; sociology; environmental policy; urban or regional studies, or media and cultural studies;
- Familiarity with accessing and using existing standard socio-economic datasets, particularly at regional and local level;
- Experience in qualitative research methods;
- Developing record of published research;
- Experience presenting at academic conferences;
- Excellent written and oral communication skills;
- Excellent interpersonal skills, with the ability to work effectively with a wide range of people;



- Excellent planning, organisational skills and time management skills, with the ability to meet deadlines;
- Full, current, valid driving licence;
- Willingness to travel within the UK, as required by the project.

You may also have:

- A research background in cultural or environmental policy;
- Experience of running public engagement/impact activities;
- Previous experience working on a research grant.

## 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 Kate Oakley, Project Leader**

Email: [k.oakley@leeds.ac.uk](mailto:k.oakley@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](mailto: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.

