

Job Description & Person Specification

Academic and Research roles

JOB DESCRIPTION

Job title	Research Assistant
School/Department	Education and Social Science
Division (if applicable)	Criminal Justice
Location	Lanarkshire
Reporting to	Senior Lecturer
UWS grade	AC1
FTE	

Job summary

<p>We are seeking a part-time fixed term (20 days work between June and January) Research Assistant. The successful candidate will start their post on 1st of June 2024 (subject to successful appointment and UKVI right to work checks).</p> <p>The successful candidate will join the research project: Co-Production and Contextualised Safeguarding at UWS which is a joint project which works alongside COVEY Befriending, and South Lanarkshire Social Work. The aim of the project is to work alongside care and justice experienced young people to help co-produce the contextualised safeguarding policy within South Lanarkshire. The project is using a peer-researcher approach to gathering data so the post-holder should have experience of a working alongside young people via a co-production process.</p> <p>This opportunity may suit a PG student with an interest and experience in youth justice, criminology, social work, and creative research methods. It offers some flexibility around how the successful applicant would fulfil the hours. Data collection would occur within South Lanarkshire and will include evening work.</p>
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People & finance responsibilities

People	none
Finance	none

Key activities

<p>The main role of the research assistant is to carry out a literature review of contextualised safeguarding and then assist with co-designing workshops with the PI and peer-researchers to gather data on extra-familial risk and where this occurs in their communities.</p>
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Job scope

<p>Planning and organising</p>	<ul style="list-style-type: none"> • Plan and organise own work schedules within these time frames, working on own initiative and prioritising workload to ensure completion of research tasks within project deadlines. • Be responsible for working to deadlines and to alerting principal researcher/s to progress against deadlines • Participate in project team meetings and contribute to project planning and implementation • Seek guidance on actions to cope with unforeseen disruption or delay to project • Liaise with the key stakeholders online and offline as required
<p>Decision making</p>	<p>Deal with problems, as part of a team, which may affect the delivery or the achievement of research objectives and deadlines.</p> <ul style="list-style-type: none"> • Contribute to decisions affecting the work of the team • Authority to take decisions will be within the constraints of University procedures and parameters set by the Principal Investigator • Analyse and interpret the results of research and contribute to the generation of outputs
<p>Working relationships – <i>Liaison and Networking Communication Teamwork</i></p>	<p>The post will be based in the School of Education and Social Sciences, Lanarkshire Campus. The post holder will be expected to:</p> <ul style="list-style-type: none"> • Liaise with colleagues and support staff within the School of Education and Social Sciences and across UWS on relevant research matters • Work closely with members of the research team • Provide guidance, support and assistance to the relevant staff supporting the project • Develop knowledge and understanding, and contacts for future collaboration where appropriate. • Attend and contribute to research team meetings

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	Undergraduate degree in a suitable area, e.g: social work, social sciences, criminology, community education.	
Desirable	QD1 QD2	Postgraduate degree in a suitable area, e.g: social work, social sciences, criminology, community education. Working in communities, youth work qualifications.	

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	Experience of qualitative data collection. Experience of working alongside young people.	
Desirable	ED1 ED2	Working with vulnerable groups in care and justice system. Previous experiences of co-production processes.	

Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	Research skills: literature review, interviewing, data collection, data analysis, report writing.	
Desirable	SD1 SD2	Working with vulnerable groups. Artistic and creative	

Knowledge

			Evidence A = Application I = Interview
Essential	KE1 KE2	Knowledge of contextualised safeguarding.	
Desirable	KD1 KD2	Knowledge of the youth justice and continuing care system in Scotland. Knowledge and understanding of the issues young people in the care and justice system experience. Knowledge of the theory and practice of co-production. Knowledge of thematic data analysis.	

Behaviours

			Evidence A = Application I = Interview
Essential	BE1 BE2		
Desirable	BD1 BD2		

Created/Updated (mm/yy):	
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