

<b>Post/Job Title:</b>	<b>Post Doctoral Research Assistant (Fixed - term)</b>
<b>Ref:</b>	<b>FMC358</b>
<b>Faculty/Professional Service:</b>	<b>Faculty of Media and Communication</b>
<b>Location including building:</b>	<b>Weymouth House</b>
<b>Duration if Temporary:</b>	<b>Fixed term for 24 months</b>
<b>Normal Hours per Week:</b>	<b>1 FTE</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>6</b>
<b>Accountable to:</b>	<b>Dr Hongchuan Yu</b>

### Job Purpose

- To plan, design and conduct research.
- To produce published outputs
- To manage and coordinate one or more research projects as directed by the Principal Investigator.

### Main Responsibilities

- a. Deliver research objectives of proposed work within the timeframes of the project(s) and ensuring the achievement of project outcomes.
- b. Plan, design and conduct research using recognised approaches, methodologies and techniques within the research area.
- c. Ensure the maintenance of data and records in accordance with the appropriate protocol(s).
- d. Write up research work for publication, to include research outputs and reports.
- e. Present findings at national/international conferences and other dissemination and knowledge exchange activities, including public engagement.
- f. Ensure the development of best practice guidelines and the design and delivery of education and/or professional practice activities in related subject areas.
- g. Identify opportunities and prepare proposals for research grant funding.
- h. Lead team meetings and committees as appropriate, and provide support and guidance to other staff as appropriate.
- i. Continue to develop a body of published work and/or artefacts relevant to own discipline both in terms of type and volume.
- j. Supervise under/postgraduate students' projects, fieldwork, lab work, placements as appropriate.
- k. Build relationships with internal and external contacts to exchange information, publish outputs, develop future collaborations and identify potential sources of research funding / opportunities to collaborate.

- L. Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.

### **Outline Person Specification**

(Examples of Essential Knowledge and Skill Requirements, although some are likely to be desirable depending on the nature of the particular role)

- Expertise in subject area – Doctoral qualification
- Advanced knowledge in computer science or other related engineering disciplines
- Evidence of a sound publication trajectory.
- Experience of research design and a sound understanding of and ability to apply appropriate research methodologies
- Experience of App development on Android and iOS
- Experience of presenting research within and beyond academia (desirable)
- Experience in collaboration with researchers from other disciplines (desirable)
- Familiar with current developments in research and scholarship with ability to identify appropriate research options, methods and theoretical perspectives.
- Expertise in relevant data analytical tools.
- Analytical skills
- Excellent communication skills, both orally and in writing, and the ability to communicate research findings to different audiences.
- Able to keep accurate records.
- Strong administrative skills.
- Effective team-working skills.
- Highly motivated with the drive to succeed.
- Ability to reason accurately and quickly and handle complex situations.

### **Contacts**

**Internal:** BU academics and support staff specialise in research and enterprise activities, as well as other senior university staff.

**External:** Research clients and sponsors, and collaborators within institutions both in the UK and overseas.

### **Information Governance Responsibilities**

#### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**July 2024**



## Person Specification

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Faculty / Service: FMC	Date: July 2024
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
A first degree in relevant subject area or equivalent	E
PhD in relevant subject or equivalent	E
Relevant experience of research in App development on Android and iOS	E
Knowledge and experience of qualitative research designs and methods	E
Knowledge and experience of quantitative research methods including use of SPSS	E
Evidence of research skills including production of peer reviewed publications in a relevant field	E
Experience of contributing to research grant applications to funding bodies	E
Skills	
Research and writing skills to a publishable standard	E
Excellent interpersonal skills	E
Ability to work well both as team member and on own initiative	E
Able to communicate well at all levels both internally and with external agencies	D
Attributes	
Ability to manage research projects	E
Able to identify research and professional practice activities relevant to research community	E
Highly motivated to work in subject area	E
Flexible, adaptable with strong team working skills	D