

Job Description

Post/Job Title:	Research Assistant
Postholder:	
Ref:	
School/Professional Service:	School of Tourism
Location including building:	Talbot Campus
Normal hours per week:	1.0 FTE
Accountable to:	Professor Heather Hartwell

Job Purpose

This post is to support Marie Curie VeggiEAT research in the School of Tourism through: (i) supporting academic colleagues; (ii) research activities, including the dissemination of research findings; (iii) writing for publication and other wider dissemination; (iv) collecting data.

Main Responsibilities

1. To co-ordinate plan, organise and undertake research activities relating to current and future projects within the School to include:
 - Gathering, preparation, analysis and interpretation of data
 - Conducting literature and database searches
 - Writing up and presentation of research results
2. Prepare research reports and peer-reviewed papers to include:
 - Contribution to the production of research reports and drafts of journal publications
 - Presentation of information on research progress and outcomes to bodies supervising and funding research.
 - Dissemination of research findings at conferences and other venues.
3. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University
 - Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
 - Actively participate as a member of a research team, including attending and contributing to relevant meetings.

Contacts

Internal: BU academics and support staff specialise in research and enterprise activities, as well as other senior university staff, especially in the School of Tourism.

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

Additional Information

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

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.

All employees have an obligation to be aware of the University's Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner.

September 2014



Person Specification

Post / Job Title: Research Assistant	Post No:
School / Service: School of Tourism	Date: September 2014
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
A first degree in health or social sciences or food science	E
Masters in relevant subject	D
Relevant experience of research in foodservice/hospitality	D
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	E
Skills	
Research and writing skills to a publishable standard	D
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
Ability to travel in the UK and overseas	E
Able to identify research and enterprise activities relevant to research community	D
Highly motivated to work in subject area	E
Flexible, adaptable with strong team working skills	E