

JOB DESCRIPTION

Job Title: Research Assistant Gender, Migration and Development (0.5 FTE)

Job Ref: ACI70

Campus: Hendon

Grade: Grade 6

Salary: £32,407- £37,165 per annum pro-rata including Outer London Weighting

Period: 48 months fixed term contract

Reporting to: Professor of Gender, Migration and Citizenship

Accountable to: Faculty Deputy Dean (Research and Knowledge Exchange)

Job Summary:

Middlesex University is co-Directing the Migration and Displacement stream in a large and complex Global Challenges Research Fund (GCRC) Hub Gender, Justice and Security. This covers three projects, namely, gender and forced displacement, gendered dynamics of labour migration and gender and return migration and political integration across a number of countries in the Middle East (Iraq Kurdistan, Lebanon, and Turkey) and South Asia (Afghanistan, India, Pakistan and Sri Lanka).

The Middlesex team is collaborating with academic and Non-Governmental Organisation (NGO) partners in conducting research in these countries, engaging with stakeholders and disseminating research in the countries and internationally.

The successful candidate will assist the co-Director and co-Investigators of projects in undertaking academic research, analysing data, preparing presentations, disseminating results and organising events.

Information on the Hub can be found at:

<https://gtr.ukri.org/projects?ref=AH%2FS004025%2F1>

<https://www.mdx.ac.uk/news/2019/01/middlesex-academics-funded-to-research-gender,-justice-and-security>

Principal Duties in Relation to the Research Projects

1. Assist with academic research arising from the Migration and Displacement projects.
2. Gather and analyse quantitative and qualitative data.
3. Assist with preparation of presentations and reports ensuring data integrity.
4. Assist with the editing and preparation of manuscripts
5. Manage and reply to project-related correspondence in a professional and timely manner and when required prepare draft responses for approval and despatch.
6. Organize, maintain, and update website content.
7. Organise project-related events e.g. workshops, conferences.
8. Attend project meetings as directed and to assist with the monitoring of programmes of work.
9. Ensure that data protection control protocols are adhered to in accordance with the University's policy and procedures
10. Provide appropriate and effective administrative support, facilitating good communications to ensure a high quality and co-ordinated support service is provided to internal and external service users.
11. Perform routine administrative duties as instructed, if essential to the research activities of the projects.
12. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
13. The post- holder will be required to carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
14. The post-holder will actively follow Middlesex University's policies including Equality & Diversity policies.
15. The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Hours: 17.75 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working including travel for field-based research may be required.

Leave: 35 days per annum pro rata plus seven University days to be taken in conjunction with Bank Holidays pro rata.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the project, the duties/location of this post and the role of the post holder may be changed after consultation.

When received, the University shall assess the feasibility of covering the post with the preferred pattern of working in line with the University's commitment to flexible working. Selection of the best candidate will be based on an assessment against the Person Specification in line with the University's Staff Recruitment and Selection Policy.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.

What Happens Next?

If you wish to discuss the job in further detail please contact Professor Eleonore Kofman by email on: e.kofman@mdx.ac.uk or Dr. Neelam Raina by email on: n.raina@mdx.ac.uk

If selected for interview, you will hear directly from someone in the School/ Service/ Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

PERSON SPECIFICATION

Job Title: Research Assistant Gender, Migration and Development (0.5 FTE)

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The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Essential Criteria:

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

E1. A Master's degree or an equivalent qualification in gender and migration or development or cognate area. (S)

E.2 Knowledge of working within the area of gender and migration and/or gender and development or cognate areas. (S)

E.3 Experience of conducting previous research. (S)

E.4 Experience of conducting and analysing qualitative and quantitative research. (S)

E.5 Excellent interpersonal and presentation skills. (I)

E. 6 Excellent organisational and project management skills. (I)

E.7 Ability to use Microsoft applications such as Word, Excel and PowerPoint. (S)

E.8 Ability to work collaboratively across disciplinary boundaries (I)

E.9 Excellent written communication skills, such as writing reports, papers, letters, memoranda, briefing notes and documents. (I)

E.10 A positive approach to team working. (I)

E.11 A proactive and flexible approach to working in a complex, busy environment. (I)

E.12 Ability to prioritise own time and tasks and to manage time unsupervised and achieve defined objectives. (I)

E.13 Demonstrate an understanding and a commitment to the University's Equality & Diversity Policy and its importance in employment and service delivery. (I)

Desirable Criteria:

D.1 Experience of working on funded research projects. (I)

D.2 Experience of undertaking social media and print media analyses. (I)

D.3 Experience of updating and maintaining research project websites and engaging in social media and communications activities. (I)