

# Job Description

## Research Assistant

Faculty of Technology, Arts and Culture

Grade: E

Role profile: R1

Part time (18.75 hours per week)

Fixed term (end date 28th February 2026)

	Duties of the role
<b>Overall purpose of the role</b>	We are seeking a Research Assistant with a postgraduate or postdoctoral background in psychology, behavioural science, or strategic management to support the delivery and evaluation of the programme. The RA will play a pivotal role in implementing a Theory of Change framework, capturing behavioural change and project impact across a diverse portfolio of regional organisations.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Design, implement, and manage the Theory of Change evaluation framework aligned to the project's main workstreams and objectives.</li> <li>• Collect, code, and analyse qualitative and quantitative data from participating organisations to monitor behavioural and organisational change.</li> <li>• Support monthly project review meetings by preparing evaluation summaries, progress insights, and emerging risks.</li> <li>• Work closely with the project team to integrate evaluation with communication and dissemination activities.</li> <li>• Contribute to the development of case studies and impact evidence.</li> <li>• Produce interim and final evaluation reports that demonstrate project learning, impact, and recommendations for future scale-up.</li> <li>• Actively contribute as a member of a cross-disciplinary research team spanning academia, industry, and public sector partners.</li> <li>• Participate in internal project and steering group meetings, preparing and presenting evaluation findings as required.</li> <li>• Identify emerging themes or gaps in evaluation data and propose adaptations to data collection strategies.</li> <li>• Ensure that all research activities are conducted in accordance with university ethics policies and GDPR.</li> </ul>

## Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Qualifications &amp; Training</b>	Postgraduate or postdoctoral qualification in psychology, behavioural science, strategic management, or a related discipline	Essential		X			X
<b>Previous Work Experience</b>	Demonstrable experience in impact evaluation, behavioural analysis, or Theory of Change methodologies	Essential		X	X		
	Experience working on interdisciplinary projects, particularly in cyber security, digital transformation, or organisational change		Desirable		X		
	Familiarity with SME engagement or regional development programmes		Desirable		X		
	Experience contributing to public sector or policy-focused research projects		Desirable		X		
<b>Specific Knowledge, Skills, Motivation and Abilities Required</b>	Strong data collection, analysis, and reporting skills	Essential		X	X		
	Excellent communication and stakeholder engagement skills	Essential		X	X		
	Ability to work independently and collaboratively with diverse project partners	Essential		X	X		

\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence