

Job Description

Job title Research and Innovation Assistant (Universities and Communities)

Faculty/Directorate HLS

Grade: E

Role profile: R1

Part time 0.8FTE

Fixed term: 30 months

	Duties of the role
Overall purpose of the role	<p>This role focuses on supporting participatory action research through which universities collaborate with local government and civil society organisations to support the priorities and needs of their local communities. The project is focussed upon learning with and from the highly-integrated collaborations in Cuba through Municipal University Centres, in part to inform the work of civic university initiatives in the UK. The two key focus areas are:</p> <ul style="list-style-type: none"> - helping to develop and deliver a 12-18 month project in the Leicester area, based upon learning from an extended learning period with project partners in Cuba - supporting the overall administration and delivery of this 3-year research project, developing skills and experience in research skills.
Main duties and responsibilities	<p>Your main duties and responsibilities will be to:</p> <ol style="list-style-type: none"> 1. Support the Project Lead with effective delivery and administration of the project, including supporting data collection and analysis, the production of deliverables on time and to specification and maintaining effective communication and working relationships with project partners. 2. Support the design, delivery and evaluation of a 12-18 month project run in the Leicester area informed by the Cuban approach to civic university partnerships 3. Engage and work with project partners in Cuba (potentially through a residential visit), learning about effective approaches to civic collaborations for universities. 4. Support the development of dissemination materials, activities and research outputs to share learning from the project within academic and practice-based networks. 5. To perform any other duties commensurate with the job grade as reasonably required from time to time.
Responsibilities for all DMU staff	<ol style="list-style-type: none"> 1. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. 2. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air,

	Duties of the role
	<p>water and land.</p> <ol style="list-style-type: none"><li data-bbox="336 192 1517 427">3. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.<li data-bbox="336 443 1493 754">4. Act in accordance with DMU Values:<ul style="list-style-type: none"><li data-bbox="384 479 1461 539">• <i>Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others.</i><li data-bbox="384 546 1493 607">• <i>Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions.</i><li data-bbox="384 613 1477 674">• <i>Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively.</i><li data-bbox="384 680 1461 754">• <i>Community minded - Embrace alternative views, treat others with respect, and tackle inequalities.</i>

Person Specification

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Faculty/Directorate **HLS**

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Masters-level qualification in a relevant discipline for the role and/or relevant professional experience in one or more of community development / voluntary or public sector project delivery / sustainability / public engagement.	Essential		X			
Previous Work Experience	Experience of conducting research in professional or academic settings	Desirable		X	X		
	Experience of writing professional reports and/or academic research articles	Desirable		X	X		
	Experience of delivering stakeholder engagement activity to a range of audiences, including presentations and group facilitation	Desirable		X	X		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Able to work well under own initiative and communicate effectively with colleagues for collaborative tasks.	Essential		X	X		
	Ability to manage tasks and workload, ensuring deliverables are produced on time and to specification.	Essential		X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability and motivation to undertake a multi-month placement in Cuba working with project partners	Essential		X	X		
	Motivation to develop experience and skills as a reflective and rigorous qualitative researcher	Essential		X	X		
	Ability to communicate in written and spoken Spanish	Desirable		X	X		
Additional Requirements	Ability to undertake a multi-month placement in Cuba working with project partners	Essential		X	X		
	Understand confidentiality and the requirements of the Data Protection Act.	Essential		X			
	Ability to undertake occasional out of core hours work in the UK	Essential					
Our Values and Behaviours at DMU							
We are Collaborative – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential			X		
We are honest and Compassionate	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential			X		
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential			X		
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential			X		

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