

Casual Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Research Assistant
Department	Membership Engagement
Team	Student Voice
Responsible to	Research & Insight Coordinator
Responsible for	N/A
Contract type	Zero Hours (in accordance with the needs of the organisation)
Hours of work	Up to 20 hours per week during term time (between Monday to Friday 9:00 – 16:30)
Hourly Rate of Pay	£11.54 (excluding holiday pay) £12.93 (including holiday pay)
Purpose of role	<p>The Student Voice team delivers a variety of activities within the Students' Union, including policy, research, academic representation, Collectives and significantly more. Across all of our areas, we support approximately 500 student leaders in a variety of roles.</p> <p>Over the last five years our work within the field of research and insight has developed considerably and, using in-depth student insight, we have produced several high-quality Student Voice Reports and Student Insight Reports for smaller pieces of research which have focused on various student experiences on campus. These reports very much form the basis for discussions with the University to seek improvements to student experience through a list of recommendations.</p> <p>This role will support the delivery of high-quality research into the student experience at Royal Holloway. The successful candidate should have a commitment to supporting equality and diversity, have experience of conducting high quality research projects, with very strong verbal and written communication skills and a keen attention to detail.</p> <p>The nature of our research work means that there are peaks and troughs of activity and we cannot commit to set weekly hours. As such this role would suit someone who is happy to be flexible with their hours.</p>

Section 2a: Key Deliverables

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Work with the Research and Insight Coordinator on Policy Inquiries and other research project throughout the academic year. This will include assistance in quantitative and qualitative data to identify patterns and key areas for development, external research on a project's topic within the higher education sector and to help contribute to the production of high-quality reports and presentation on findings with well-evidenced recommendations which will be presented to the University.
- Support the wider organisation with its research work through the design and delivery of surveys, focus groups or facilitated panel discussions as necessary. This will include, but is not limited to the annual Rate Your Union student survey and support during each Term's Speak Week.
- Work with the wider Student Voice Team to support the development of policy across the Students' Union, for example facilitating Policy Inquiries and other democratic engagement events.

Section 2b: Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Section 3: Person Specification

Education & Training	Essential	Desirable
Must be a current Royal Holloway student in the 2023-2024 academic year	X	
PGT or PGR student		X
Experience & Knowledge		
Experience of conducting high quality research projects, utilising both primary and secondary techniques	X	
Experience of presenting findings/outcomes of a project, persuading others of a conclusion	X	
Knowledge of key methodological approaches to research, with an understanding of relative strengths and weaknesses	X	
Skills & Abilities		
Ability to negotiate and persuade on the basis of evidence	X	
Ability to communicate with a diverse audience	X	
Excellent written communication	X	
Keen attention to detail and ability to complete tasks to a high standard	X	
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it.	X	
High Quality: your expectations are high, and we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible.	X	
Brave: we should be bold and not afraid to challenge the status quo.	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do.	X	