|  |  |
| --- | --- |
| https://sharepoint.kent.ac.uk/hr/hrlibrary/Shared%20Documents/Logos/Anniversary_MasterBrand%20(3).jpg | **Job Description: Administrative/Research Assistant** |
|  |  |
| **Department:** | **School of Politics and International Relations** |
| **Contract:** | **Timesheet paid contract – equivalent of 3 days per week from mid-June to mid-September and 1.5 days per week for October** |
| **Salary Scale:** | **Grade 4 point 12: £11.65 per hour including holiday uplift** |
| **Location:** | **University of Kent, Canterbury Campus** |
| **Responsible to:** | **Professor Matthew Goodwin (grant holder) or their nominee** |
| **Closing date for applications:** | **30th May 2015** |
| **Interviews are expected to be held on:** | **8th June 2015** |
| **Expected start date:** | **15th June 2015** |

**The Role**

The School of Politics and International Relations is seeking an administrative/research assistant to assist Professor Matthew Goodwin with a new ESRC project on Britain and Europe. Ahead of a likely national referendum on Britain’s EU membership this project will help to inform public debate about key issues relating to public attitudes in this area. The successful candidate will be required to collect data relating to public attitudes toward Britain’s EU membership and related issues from academic surveys and opinion polls, under the direction of Professor Goodwin. They will have an understanding of British politics and Euroscepticism, although this is desired rather than essential. The successful candidate will ideally be working toward a PhD in the Social Sciences, with experience of quantitative methods and able to use Microsoft Excel, SPSS and Stata software packages. They will also have an understanding of British politics, Euroscepticism and/or Britain and EU relations, although this is desired rather than essential. Given the flexible nature of this role the successful applicant will be given the opportunity to work from the University of Kent (Canterbury campus), the ESRC programme unit at King’s College London, or possibly from their current university campus. Exact hours/days of work will be agreed between Professor Goodwin and the post holder.

**Key Responsibilities and Duties**

* Gathering data from academic surveys and opinion polls
* Creating and maintaining datasets
* Assisting with descriptive analysis of data
* Assisting Professor Goodwin with relevant blogs, evidence briefings and events

**Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

* Regular use of Screen Display Equipment

**Internal & External Relationships**

Internal: The post holder will report to and work directly with Professor Goodwin a day-to-day basis.

**Person Specification**

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

* **Qualifications / Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| A good undergraduate degree in a social sciences subject | **✓** |  |
| Working for a PhD in politics/social sciences area | **✓** |  |

* **Experience / Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience of quantitative methods within social sciences research | **✓** |  |
| Experience of using SPSS/Stata software | **✓** |  |
| Experience/knowledge of academic surveys | **✓** |  |
| Experience analysing research |  | **✓** |
| Understanding of British politics |  | **✓** |
| Knowledge of the academic literature on Euroscepticism |  | **✓** |

* **Skills / Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Skilled in using statistical packages –Microsoft Excel, SPSS, Stata | **✓** |  |
| Ability to meet deadlines | **✓** |  |
| Familiarity with opinion polling and related tables |  | **✓** |