UNIVERSITY OF
CAMBRIDGE

Generic Role Profile

Research Assistant

Role Purpose

The purpose of this role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to excellence in research will be as a member of a research team carrying out research under the direction of a principal investigator to include data collection, analysis and some interpretation. Contribution to publications may be encouraged. Contribution to teaching within the department/faculty will include assistance in the supervision of students and some limited supervision of classes. The role holder will participate in the overall contribution of the department/faculty, as appropriate.

Appointment

Recruitment to a role at this level is determined only by personal merit and the application of criteria related to the duties of the role. Normally, posts are advertised and an appointment made by open competition.

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University.

Promotion

Role holders who gain their doctorate during the course of employment will normally be recommended for promotion to Research Associate if appropriate for the duties and responsibilities of the post. Promotion is not automatic and is dependant upon the role holder fulfilling all the duties of that role.

Main Responsibilities

1	Research and scholarship: - undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys, using straightforward mathematical modelling or scientific computation; - conduct literature and database searches; - continue to update knowledge and develop skills; - write up results of own research; - contribute to the production of research reports and publications; - present information on research progress and outcomes to bodies supervising research, e.g. steering groups, sponsors or members of research groups; - prepare papers for steering groups and other bodies; - make use of standard research techniques and methods; - analyse and interpret the results of own research and generate original ideas based on outcomes.
2	Teaching and learning support: - may assist in the supervision of student projects; - provide limited supervision/instruction to classes.
3	Liaison and networking: - liaise with colleagues and students on routine matters; - make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
4	Planning and organising: - plan own day-to-day research activity within the framework of the agreed programme; - co-ordinate own work with that of others to avoid conflict or duplication of effort; - contribute to the planning of research projects.

Person Profile

Essential knowledge, skills and experience required for the role

Educated to first degree level.
Possess sufficient breadth or depth of knowledge in the discipline and of research methods and techniques to work within own area.
The role holder will have limited or no previous research experience or the scope of the role will require limited independent judgement and creativity.

Key Contacts

Key contact(s)	Purpose of contact	Frequency of contact
Academic supervisor	Support and guidance in research	Daily
Academic and research staff within research group and/or department/faculty	Exchange of information	Daily
Postgraduate students	Exchange of information	Daily
Academic staff from other institutions	Exchange of research information	Weekly
Support staff	Using libraries, laboratories, computing provision	Weekly

Service Delivery

Responding to requests for data analysis and reporting outcomes.
Provides limited administrative support to colleagues/Principal Investigator.

Decision Making

(i) Decisions taken by the role-holder without reference to others

Takes decisions in relation to research project(s) e.g. methodologies/technique to use for own research.

(ii) Decisions taken by the role-holder in collaboration with others

With colleagues in research team /supervisor on the direction of the research project.
Some purchasing decisions covering materials/equipment in common use.

(iii) Decisions taken by others following advice or input by the role-holder

Contributes to decisions affecting the work of the team.

Problem Solving

Use initiative and creativity to solve routine problems in relation to the research project, e.g. methodological/technical problems.
Refer more difficult problems to supervisor.

Work Environment

Either
the role holder works in a stable environment such as an office, using standard equipment such as a personal computer
or
the role holder works in a laboratory/research environment using specialist technical equipment where consideration for the health and safety of themselves or others working in the area is an important requirement.

Teaching/Training

a) Team Development
Contributes to discussions as a member of a research team.

b) Teaching and Learning Support
Provide guidance as required to support staff /students who may be involved with the research.
Some limited supervision of classes.
Contribute to introductory courses e.g. on use of research methods and equipment.