

Job Title: Research Assistant
Grade: 6
Salary: £33,002 to £37,694 per annum, pro-rata if part-time
Department: Education Services
Hours/Contract: Part-time, (0.4 FTE, 18 hours per week) fixed term position till 31 August 2026 **Job**
Family: Teaching and Research
Job Reference: 12383

Role Purpose

The University of Leicester is working with Transforming Access and Student Outcomes in HE (TASO) and the National Institute of Economic and Social Research (NIESR) on a project to evaluate the outcomes, process and implementation of the transition program Succeed at Leicester. Previous evaluations have explored the experiences of students and the impact on students of the elements separately, but this year the programme has been combined and will be evaluated in full.

We are seeking a research assistant to work with TASO, NIESR and the Student & Education EDI (SEEDI) Team to carry out the data collection and analysis of the project.

Main Duties and Responsibilities

Research

- To work collaboratively with our external partners in the project, TASO and NIESR.
- To lead in the collection, evaluation and interpretation of the evaluation data.
- To carry out interviews and/or focus groups with identified stakeholders.
- To contribute to the analysis of the data collected as part of the implementation evaluation plan.
- Participating in the project group and presenting findings where appropriate.
- To work closely with the Student and Education EDI Team to identify areas of improvement around process and implementation of university wide programs at the University of Leicester.
- Other reasonable duties consistent with the grade and focus of the post.

Professional Development:

- Duties and opportunities to engage in work that support your own professional development.

Impact and Knowledge Exchange:

- Participate in workshops and training to support the collection and dissemination of evaluation findings.

Leadership and Citizenship:

Contribute to the overall success of the evaluation.





Internal and External Relationships

- Communicate and liaise with colleagues and collaborators involved in the Succeed at Leicester evaluation and other projects and the team is undertaking, on a regular basis to review and plan research activities.
- Communicate with academic schools, professional services staff and students to conduct workshops and focus groups.

Planning and Organising

With guidance from your line manager, or equivalent, plan own work and prioritise evaluation activities on a regular basis, including co-ordinating resources and maintenance of data.

- The post-holder will be required to effectively manage their time to deliver on the priorities of the evaluation programme with the support of their line manager.
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development.

Qualifications, Knowledge and Experience

Essential

- Evidence of Honours degree and/or relevant experience *
- Practical experience and knowledge of applying research or evaluation skills and techniques to deliver outputs on time and to the required quality.

Desirable

- Experience of facilitating focus groups, interviews and workshops.

Skills, Abilities and Competencies

Essential

- Excellent analytical and problem-solving skills *
- Excellent communication skills – written and verbal*
- Ability to prioritise tasks within agreed work schedules*

Desirable

- Understanding or interest in supporting people in their transition into higher education.
- Understanding or interest in the equality, diversity and inclusion in higher education.

****Criteria to be used in shortlisting candidates for interview***



Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

