



Job Title: Research Assistant – SEIS UK
Grade: 6
Salary: £29,619 to £34,308 per annum, pro rata
Department: School of Geography, Geology and the Environment
Hours/Contract: Part-time (0.2 FTE), fixed term contract to 31 March 2023
Job Reference: 6087

Role Purpose

Research assistant in SEIS-UK, the Natural Environmental Research Council’s Geophysical Equipment Facility for seismology, based at University of Leicester. The role supports SEIS-UK’s objective of providing instrumentation and all necessary support to the UK Geophysics community to enable academic researchers to perform seismic fieldwork anywhere around the world.

Main Duties and Responsibilities

Research

- To support the SEIS-UK team with seismic equipment maintenance, configuration and data recovery.
- To carry out data evaluations and quality control using agreed techniques.
- To contribute to the development and delivery of outreach activities.
- To contribute to research outputs such as technical papers and software development.
- To summarise findings, record, and disseminate where appropriate to members of the research group
- To prepare accurate documentation including commercial invoicing and certification of goods, manage shipping of equipment on projects.
- To assist with field support and training of senior academics, researchers and PhD students (UK and international) in the use of the SEIS-UK equipment whilst setting and maintaining standards.
- To maintain the equipment storerooms to ensure a safe working environment for ourselves and our clients.
- To develop and maintain documentation for all equipment and procedures to ensure best working practices.
- To maintain an up to date database of all equipment owned by SEIS-UK.

Professional Development:

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

Impact and Knowledge Exchange:

- Participate in workshops to support the dissemination of information.

Leadership and Citizenship:

- Contribute to the overall success of the research programme.

Internal and External Relationships

- Communicate and liaise with colleagues and collaborators involved in the above mentioned research programme on a regular basis to review and plan research activities.





- Communicate with Technical Managers and core technical support staff on a regular basis to discuss ongoing lab issues, health and safety matters, and future plans for the laboratory areas.
- Occasionally communicate and liaise with research collaborators, both nationally and internationally, under the instruction of your line manager.

Planning and Organising

- With guidance from the Principle Investigator, or equivalent, plan own work and prioritise research and project/laboratory activities on a regular basis, including co-ordinating resources and maintenance of equipment.
- The post-holder will be required to effectively manage their time to deliver on the priorities of the research 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 relevant honours degree and/or relevant experience*
- Practical experience and knowledge of applying research skills and techniques to deliver outputs on time and to the required quality*

Desirable

- A PhD or currently studying for a PhD
- Masters qualification

Skills, Abilities and Competencies

Essential

- Ability to demonstrate research potential and enthusiasm for the subject area and contribute to delivering high quality research
- Excellent analytical and problem solving skills
- Evidence of continued personal development of subject expertise
- Team player, support broader research group
- Excellent communication skills – written and verbal
- Ability to prioritise tasks within agreed work schedules
- Commitment to continuous professional development (CPD)
- Willingness to participate in workshops and conferences to support the dissemination of results and findings

****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.

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

Equality and Diversity

We believe that equality, 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.

