UNIVERSITY OF LEICESTER

# Job Summary

**Job Title:** Research Assistant
**Grade:** 6
**Salary:** £33,662 to £38,448 per annum, pro-rata if part-time
**Department:** Centre for Finance, Governance and Sustainable Growth, ULSB
**Hours/Contract:** Part-time **(**0.5FTE), fixed term from 04 January 2027 to 30 April 2027
**Job Family:** Teaching and Research
**Reference:** 14165

**Role Purpose**

Assisting on the research project "Artificial Intelligence Adoption, Organisational Transformation, and Labour Market Change".

**Resources Managed**

Data related to the project: collection, storage, cleaning, analysis.

## Main Duties and Responsibilities

**Research**

- To support a research team in the acquisition, evaluation and /or interpretation of data and other specialised information.
- To carry out analyses, tests and critical evaluations using agreed techniques, novel approaches and/or models.
- To prepare and undertake high-quality data analysis and tests using appropriate techniques and novel approaches.
- To contribute to the development or choice of techniques, critiques, approaches, models and research methods.
- To summarise findings, record, and disseminate where appropriate to members of the research group
- To contribute to research outputs such as co-authored journal articles/technical papers/book chapters relating to the work
- To carry out literature searches within pre-specified parameters.

**Professional Development:**

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

**Impact and Knowledge Exchange*:***

- Participate in workshops and conferences to support the dissemination of research findings.
- Participate in meetings with the AICPA&CIMA research team as appropriate

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**Leadership and Citizenship:**

- Contribute to the overall success of the research project.

## Internal and External Relationships

- Communicate and liaise with colleagues and collaborators involved in the above mentioned research project on a regular basis to review and plan research activities.
- Communicate and liaise with research collaborators as appropriate, both nationally and internationally, under the instruction of your line manager.

## Planning and Organising

- With guidance from the Principle Investigator plan own work and prioritise research and project 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 research project 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**

- At least a second year PhD student in finance, economics or a related subject*
- Masters qualification
- Practical experience and knowledge of applying research skills and techniques to deliver outputs on time and to the required quality.*
- Evidence of relevant research experience *
- Strong econometric skills

**Desirable**

- Programming skills in STATA, Python, R or Matlab

## 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 *

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- 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.

## 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.

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| 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. |

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