



Job Title: Research Assistant (Data Officer)

Grade: 6

Salary: £32,296 to £36,924 per annum, pro-rata if part-time

Department: School of Archaeology and Ancient History

Hours/Contract: Full-time, fixed term contract for 12 months or part-time (0.5 fte / 18.75 hours per week) for 24 months

Reference: 11074

Role Purpose

To develop and coordinate a Project and Data management plan for the AHRC **Many New Worlds** project managed by PI Alice Samson. Creating and managing a relational database which is sustainable beyond the lifetime of the project and which incorporates both new and legacy data. Develop and coordinate an open access plan for the project data working with stakeholders to facilitate interoperability with existing platforms in the Caribbean and UK. Participate in fieldwork and assist the research team by coordinating different work packages, collating analyses and contributing to publications.

Main Duties and Responsibilities

Research

- To assist the research team of the AHRC Many New Worlds project in the coordination, development, and administration of the work packages, fieldwork, analyses, and outputs to deliver the research project successfully.
- To develop and coordinate, under supervision, a data management plan for the research project.
- Management of project databases, ensuring accurate and reliable data
- To coordinate the acquisition, evaluation and /or interpretation of data and other specialised information.
- To prepare and undertake high-quality data analysis using appropriate techniques and novel approaches
- 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/monographs/book chapters relating to the work.
- To carry out data and / or 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 fieldwork, workshops and conferences to support the dissemination of research findings.





- To provide guidance and consultation to other team members, project partners, and collaborators in your area of the project.

Leadership and Citizenship:

- Contribute to the overall success of the research programme.
- To engage positively and proactively in research impact.

Internal and External Relationships

- Regular meetings with members of the project team to review and plan research and knowledge sharing activities.
- Communicate regularly with Technical and Operations Managers and core technical support staff to discuss ongoing fieldwork issues and health and safety matters.
- 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 Principal Investigator, plan own work and prioritise research and project/laboratory/fieldwork activities on a regular basis, including co-ordinating resources and maintenance of samples and 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.
- Flexibility to accommodate new developments and changing priorities of the research project and project collaborators.
- Ability to travel away from home to the Caribbean and elsewhere for extended periods for fieldwork and collections visits and analysis.

Qualifications, Knowledge and Experience

Essential

- Evidence of MA/MSc degree in Archaeology or a related relevant field such as Digital Humanities and/or relevant experience*
- Experience in designing and managing relational databases*
- Proven data management skills with relational interoperability*
- 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
- A working knowledge of Spanish language





Skills, Abilities and Competencies

Essential

- Excellent analytical and problem-solving skills
- Ability to demonstrate research potential and enthusiasm for the subject area and contribute to delivering high quality research
- 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.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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

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 equity 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 equity, diversity and inclusion.

