

**Job Description for the Post of  
Research Officer (Ref: BS08/7)**

1. **General Details**

Job Title:	Research Officer
Location:	Business School - Institute for Education Policy Research (IEPR)
Normal workbase:	Stoke Campus
Tenure:	Fixed Term until 31 July 2009
Salary:	Grade 6 currently £25,623 - £29,705 per annum

2. **Job Purpose**

To undertake data collection and analysis in the evaluation of Flexible Degrees and to prepare bids for future funding in this research area.

3. **Relationships**

Responsible to: Director, Institute for Education Policy Research

4. **Main Activities**

- a) To undertake data collection by a variety of methods including interviews and experiment.
- b) To take responsibility for the collection, analysis and synthesis of data
- c) To carry out a high level of research as directed in conjunction with senior academic staff
- d) To liaise and coordinate research with research partners at other institutions
- e) To undertake literature searches
- f) To analyse data using SPSS
- g) To carry out research in the following area: evaluation of flexible degrees
- h) To prepare concise research reports and present data in a clear and logical manner.
- i) To assist with the development of research proposals and procure research funding
- j) To contribute to the dissemination of research outcomes/ findings

5. **Person Sought**

The successful applicant will have:

***Essential Criteria***

- § Relevant (i.e. in the context of student access or progress in HE) higher degree (or be near completion)
- § Ability and experience in carrying out the required academic research in a logical and rigorous manner within the agreed timescales.
- § Expertise in qualitative and quantitative data collection and analysis
- § Ability to use SPSS
- § Ability to carry out effective literature searches
- § Awareness of methodological issues
- § Awareness of key issues affecting the student experience in HE.
- § Ability and experience in carrying out the required academic research in a logical and rigorous manner within the agreed timescales
- § Ability to present complex information in a clear and logical manner and/or draft concise research reports
- § Ability and commitment to working within a cross-institutional interdisciplinary environment
- § Able to travel regionally and nationally
- § Evidence of effective communications
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured programme as a start to Continuing Professional Development (CPD) at the University

### *Desirable Criteria*

- § Relevant degree at masters level
- § Experience of qualitative case study methods
- § Experience of mixed methods research designs

#### 6. Special Conditions

This a fixed term post working full-time hours (1.0 FTE) until 31 July 2009.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

#### Date Job Description Revised

March 2009

#### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

#### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

#### Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 31 MARCH 2009**

#### Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

**Appointment to the University**

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

**Medical Clearance**

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

**Eligibility to Live or Work in the UK**

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

**CRB Clearance**

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

**Pension Contributions**

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

**Sickness Pay**

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

**Payment of Salary**

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

**Annual Leave**

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1<sup>st</sup> August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

**Trade Union Membership**

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.