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| Last updated: | June 2025 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow/ Senior Research Assistant** |
| Standard Occupation Code: (UKVI SOC CODE) | 2119 - Natural and social science professionals |
| School/Department: | School of Economic, Social and Political Sciences/ Department of Social Statistics and Demogrpahy |
| Faculty: | Faculty of Social Sciences |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway |
| Posts responsible to: | Dr Olga Maslovskaya |
| Posts responsible for: | N/A |
| Post base: | Office-based (see job hazard analysis) |

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| Job purpose |
| To undertake research in accordance with the ESRC-funded research project “Survey Data Collection Methods Collaboration: Securing the Future of Social Surveys” *Survey Futures*, under the supervision of Dr Olga Maslovskaya, co-supervised with Dr Carina Cornesse (GESIS) and Curtis Jessop (National Centre for Social Research (NatCen)). To undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Deliver high quality research in the area of survey data collection methods. Analyse data in the area of methods for respondent-driven sampling (RDS).  | 70 % |
|  | Disseminate findings by taking the lead in preparing good practice guides and publications for journals, presenting results at conferences, and/or exhibiting work at other appropriate events. | 10 % |
|  | Collaborate/work on research tasks with colleagues in other institutions, which are part of the collaboration. | 10 % |
|  | Carry out administrative tasks associated with the specified research funding, for example, organisation of project meetings and documentation.  | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Direct responsibility to holder of research award or academic supervisor(s). May need to work with collaborators/colleagues in other work areas and institutions. |

| Special Requirements |
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| To attend national and international conferences and other events for the purpose of disseminating research results.*Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of Senior Research Assistant will be given.* *Those who does not have a PhD qualification are also encouraged to apply but will have the title of Senior Research Assistant.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Post-graduate degree or equivalent professional qualifications and experience in quantitative social sciencesUnderstanding and knowledge of Survey MethodologyExperience of undertaking advanced quantitative analysis using large-scale complex survey dataExperience of data management, statistical analysis and programming in Stata, R or similar software package | PhD in Survey Methodology or Survey ResearchDetailed knowledge in the area of survey data collection and data qualityExperience of contributing to the design of social surveys |  |
| Planning and organising | Able to organise own research activities to deadline and quality standards |  |  |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address themAble to develop original techniques/methods |  |  |
| Management and teamwork | Able to contribute to School/Department management and administrative processesWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audienceAble to present research results at collaboration meetings and events and at national and international conferencesAble to write up research results for publication in leading peer-viewed journalsAble to write up high quality survey practice guidesWork proactively with colleagues in other institutions which are part of the collaboration |  |  |
| Other skills and behaviours | Understanding of relevant Health & Safety issuesPositive attitude to colleagues and students |  |  |
| Special requirements | Able to organise own research activities to deadline and quality standards |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |