



## JOB DESCRIPTION

<b>Job Title:</b>	Research Assistant
<b>Department / Unit:</b>	Department of Politics & International Relations
<b>Job type</b>	Professional Services
<b>Grade:</b>	6
<b>Accountable to:</b>	Dr. Thomas Stubbs
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
To undertake research tasks on an ESRC-funded research project entitled "The Global Governance of Ideas: International Organisations as Agents of Policy Diffusion" including data collection and coding, attending and participating in a reading group, and contributing to overall activities of the research team	
<b>Key Tasks</b>	
<p>To collect, code, clean, and merge quantitative data in a timely fashion.</p> <ul style="list-style-type: none"> <li>The post-holder will be required to download a large volume of archival documents, locate the relevant information within these documents, and code it into an excel spreadsheet using a detailed codebook, as well as offer advice and opinion on drafting and revising the codebook</li> </ul> <p>To organize, attend, and participate in a reading group.</p> <ul style="list-style-type: none"> <li>The post-holder will be required to contribute to a monthly reading group on global governance, and to organize the reading group when other team members are conducting fieldwork</li> </ul> <p>To contribute to the overall activities of the research team as appropriate.</p> <ul style="list-style-type: none"> <li>The post-holder will be required to contribute to monthly progress meetings, manage the web presence of the project, and offer advice and opinion on the analysis and interpretation of results.</li> </ul> <p>To contribute to the preparation and presentation of findings of research activity to colleagues and at scientific meetings.</p> <ul style="list-style-type: none"> <li>Results will be disseminated in scientific meetings (conference abstracts will need to be written and submitted from time to time). The post-holder will have an opportunity to present findings at scientific meetings.</li> </ul> <p>To contribute to writing, submission and revision of manuscripts to be published in appropriate peer- reviewed journals, collaborating with others as necessary.</p>	

- Results and interpretation will be documented in papers that will be prepared for submission to scientific journals for peer-review and publication.

To contribute to the induction and direction of other research staff and students if so requested by the Principal Investigator.

- New staff and students that may join the team in the future will need to be introduced to practicalities of using specific equipment and software.

To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Principal Investigator.

Duties and responsibilities may be amended by the Principal Investigator as necessary, in consultation with the post-holder.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts