



JOB DESCRIPTION

Job Title:	Research Assistant in sustaining creative careers, arts, and culture
Department / Unit:	Performing and Digital Arts and School of Business and Management;
Job type	Research
Grade:	Grade 6; 30 hours
Accountable to:	Professor Helen Nicholson, Dr Claire Li
Accountable for:	Data Analysis
Purpose of the Post	
<p>The post holder will help analyse survey and interview data for the research project, Sustaining creative careers, arts, and culture in Slough. The post holder will collate, clean, analyse, test the datasets, and report the result findings in three working days. They will also work with the research project team to contribute to the research outputs and research life of the group through collaborations.</p> <p>The post holder will work on the research project grow that studies how can the arts and culture contribute to making Slough a more attractive place for businesses, communities, and residents. Of particular interest are candidates with an interest in creative arts or management. This position will be suitable for candidates who have recently completed their Master's degree or Ph.D. near completion and wish to further develop their research skills and advance their ongoing research before applying for Ph.D. programs or gaining further research experience. The successful candidate should also have excellent data skills (Nvivo proficiency is required). Previous research experience in analysing quantitative and qualitative data is preferred. The candidate will benefit from an active research environment and exposure to leading senior scholars that support the development of a research profile commensurate with a leading College.</p> <p>Situated in the Great London area, Royal Holloway, University of London is a research-focused university that has been consistently ranked among the leading universities in the world over the years.</p>	
Key Tasks	
<p>Duties will be to support research-related activities and as well as undertake research while engaging with faculty. Areas of primary responsibility will be:</p> <ul style="list-style-type: none"> - Collating, cleaning, and analysing datasets (survey and interview data) on arts, culture, businesses, and community relationships in Slough. - Using state-of-the-art statistical techniques to analyse these data - To ensure the validity and reliability of data and results at all times 	

- To maintain accurate and complete records of all findings
- To produce and document the results of such studies
- To report and present findings to colleagues and at meetings
- Support the overall development of the research project
- Work collaboratively with all members of the research project

Other Duties

- To undertake specific safety responsibilities relevant to individual roles, as set out in the College procedures
- Maintain safe workplace practices and procedures per the requirements of Health and Safety legislation
- Maintain up-to-date knowledge of relevant statutory Health and Safety legislation and recommendations and attend safety training as required
- To observe and comply with all College policies and regulations
- To promote the reputation of the Group, the Departments, and the College

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. All other duties commensurate with the grade of the post as directed by supervisors.

The post holder will be expected to undertake other duties as appropriate and as requested by his/her supervisors.

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 the research project team.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfill this role are set out below.

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Department: Drama, theatre, Dance

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications, and Training			
Masters in a relevant subject area (creative arts, management, or related area is preferred)	X		Application
Ph.D. or near completion in a relevant subject area (creative arts, management, or related area is preferred)		X	Application
Record of high-quality research		X	Application
Skills and Abilities			
Relevant subject knowledge	X		Application
Ability to work well in a team	X		Interview
Excellent written and verbal communication skills	X		Interview
Excellent interpersonal skills	X		Interview
Good time management of tasks and can meet deadlines	X		Application / Interview
Have excellent skills in processing and analysing quantitative and qualitative data	X		Application / Interview
Proficiency in Nvivo	X		Application
Proficiency in SPSS or Stata		X	Application
Experience			
Experience with a high-level analysis of survey and interview data	X		Application