JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Access to Work Support Worker</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Strategy, International Business and Entrepreneurship, School of Business and Management</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Anica Zeyen - Senior Lecturer in Entrepreneurship and Sustainability</td>
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<tr>
<td>HOurs</td>
<td>17 hours per week (average)</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post
To support Dr. Anica Zeyen (Senior Lecturer in Entrepreneurship and Sustainability) in her research, teaching and administrative work. This role is designated to provide disability support for Dr. Anica Zeyen and thus covers tasks that she cannot do or where she encounters challenges due to her blindness.

Anica researches disability-inclusive organising. Here, she works with qualitative research methods and theories from disability studies, management and entrepreneurship research as well as sociology and psychology.

Anica teaches responsible (social / environmental) entrepreneurship and innovation as well as sustainability & diversity management. Please note a degree in management is not required for this post but relevant knowledge is (see person spec).

The position is for 17h/week. This is on average as travel to international conferences / workshops or for fieldwork purposes may lead to more hours in a given week that will then decrease hours in subsequent week(s).

Key Tasks
Supporting research activities. This may include:
- Doing preliminary literature searches
- Data preparation (e.g., checking for accuracy)
- Supporting qualitative data analysis
- Supporting data collection
- Proof-reading / editing academic and non-academic outputs
- Reading out loud academic or non-academic work
- Supporting, coordinating and organising fieldwork
• Supporting data visualisations (e.g., making figures)
• Supporting the development of impact outputs such as podcasts, films, non-academic written outputs or others
• Working in interdisciplinary and international teams

Supporting teaching activities. This may include:
• Maintaining eLearning platform (e.g., Moodle)
• Acting as teaching assistant during classes
• Class preparation (e.g., checking or making slides, preparing work sheets / activities for students, identifying case examples and reading materials)
• Supporting marking by reading out assignments or audio describing visual content
• Student communication

Supporting admin activities
• Maintaining websites
• Writing reports for internal and external use
• Preparing information for committee meetings (Anica is a member of multiple School and College Committees as well as external committees)
• Minute / note taking. during meetings
• Project management & admin support
• Co-organising and facilitating of events / conferences / workshops

Supporting Travel
• Accompanying Anica to national and international conferences/workshops, fieldwork or other events
• Organising travel arrangements
• Sight guiding while travelling (training will be provided)

To contribute to the induction and direction of other research or teaching assistants and students if so requested by the Principal Investigator.
• New staff and students that may join Anica’ research team in the future will need to be introduced to practicalities of using specific equipment and software for experiments.

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

Duties and responsibilities may be amended by Dr. Anica Zeyen as necessary, in consultation with the post-holder.

To undergo continued personal professional development

Other Duties

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

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted as well as on location of conferences, field work or other events that Dr. Ancia Zeyen needs to travel to.
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, industrial or professional contacts as well as NGO representatives, policy makers and other stakeholders.