

PIVOTAL

Research Assistant – job description

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| Job Title: Research Assistant | Salary: £19,240 (Pro-Rata) £10 per hour, 15-21 hours per week. |
| Responsible to: Research Manager | Location: Graduate School, Queen’s University Belfast (QUB) and possible remote working conditions. |
| Contract: 6 months (with possibility of extension) | Start date: As soon as possible |

Pivotal is looking for a research assistant to join our growing team. This is an exciting and unique opportunity to join Northern Ireland’s only independent think tank.

Pivotal is an independent think tank looking at economic and social issues in Northern Ireland. We are ambitious for the future, seeking to promote policy solutions that improve the lives of everyone who lives here. Pivotal is not politically aligned and acts in the public interest for the common good. Pivotal uses research, data and evidence of what works to influence public policy. We work together with the public, policy makers, politicians, academics and others.

We engage a wide range of people in debate about public policy, particularly those whose voices are rarely heard. We do research, run events, facilitate discussions and engage via social media.

We are looking for a research assistant to support our research projects and events. The postholder will complete literature reviews, data analysis, review evidence and collect primary data within the community.

Pivotal | Public Policy Forum NI Ltd | The Graduate School, Queens University, Belfast, BT7 1NN |

Telephone: 02890 971994 | Email: info@pivotalppf.org | Web: www.pivotalppf.org |

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This role is based at Pivotal's office in Belfast. There will be an expectation of occasional working outside normal hours depending on business need.

The appointment will be made for 6 months initially, with the possibility of extension subject to funding being in place.

For more information about Pivotal, go to www.pivotalppf.org

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Job role

Main responsibilities

- Complete literature reviews to inform research scoping projects.
- Support data analysis within a defined research project.
- Review policy documents to complete briefings.
- Assist in data collection.
- Support administrative duties and general team responsibilities within Pivotal.

External engagement

- Act as an ambassador for Pivotal, helping build our reputation and influence.
- Work effectively with Pivotal's team members, Senior Research Fellows and other colleagues at Queen's University and Ulster University.

Other responsibilities

The main responsibilities and specific duties above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the post. The outline of responsibilities may change from time to time.

The post holder must operate at all times to the highest standard of personal behaviour, leading by example to demonstrate Pivotal's values and maintain its good reputation.

The post holder will:

- Strive to preserve good working relationships with staff, volunteers, clients and the Trustees, keeping the appropriate key staff members well informed of significant matters relating to the organisation.
- Work in accordance with Pivotal Policies and Procedures, including health and safety, equal opportunities, data protection and confidentiality.
- Respect existing work practices and procedures, undertake relevant training and development activities, and respond positively to new and alternative systems.

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Research Assistant – Person specification

Candidates must demonstrate that they have the following skills and experience:

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| Educational and Professional Qualifications | *Essential | A third level qualification in a relevant discipline (e.g. economics, social policy, social research, politics, public policy). |
| | Desirable | A higher degree (MSc, or PhD) in a relevant discipline. |
| Previous Experience/ Training | *Essential | 6 months experience in completing research to a high standard. |
| | Essential | Experience of working as a team member to produce a research outcome. |
| | Desirable | Experience of processing data for publication in a peer reviewed journal. |
| | Desirable | Experience of completing primary research within community settings. |
| | Desirable | Experience of using quantitative or qualitative analysis programmes, e.g. NVIVO, Qualtric or SPSS. |
| Research Activities | *Essential | Evidence of the ability to prepare research reports and presentations. |
| | Essential | Awareness of qualitative and quantitative approaches to research analysis. |
| | *Essential | An ability to complete literature reviews to inform research scoping exercises. |
| | Desirable | Evidence of using research to create change. |
| Job Related Activities | *Essential | Awareness of the various datasets relevant to public policy research and analysis in Northern Ireland. |
| | Essential | Willingness and ability to work remotely if necessary. |
| Inter-Personal Skills | Essential | Commitment to the aims and values of Pivotal https://www.pivotalppf.org/about-us/our-values |
| | *Essential | High level of written and verbal communication skills. |

Areas marked * will be assessed at application stage and the remaining competencies will be assessed at interview.