

Faculty/Service	Faculty of Arts, Environment & Technology
Section	School of the Built Environment and Engineering
Post Designation	Research Assistant (Temporary 12 month post)
Grade	4
Post to which directly responsible	Senior Research Fellow
Posts for which directly responsible	None
Purpose of Job	
To provide assistance in all aspects of research and the management & administration of research projects in the field of Buildings Energy and Sustainability.	
Responsibilities	
<ol style="list-style-type: none"> 1. To support research that contributes to the profile and activities of the Centre for the Built Environment in general and the Buildings, Energy and Sustainability group and the Leeds Sustainability Institute in particular. 2. To use and build models and simulations (including energy, thermal and building models. Training can be provided in specific areas, however an ability to work with analytic tools is required.) 3. To undertake the setting up of instrumentation and the collection of data in a wide range of environments. This will require the collection of field data from occupied and unoccupied buildings and on construction sites using a variety of methods ranging from note taking, sketching and photography as well as instrumented data collection. Data collection and monitoring equipment will need wiring, testing and calibrating, an ability to quickly learn to assemble and operate new software and hardware is essential. 4. To undertake laboratory data collection in internal and external environments and assist in the organisation and management of field and laboratory studies. 5. To liaise with internal and external individuals and bodies as part of research projects and programmes. 6. To analyse research data, prepare concise research reports and present research data in a clear and logical manner. 7. To assist in the preparation of reviews of the literature and theoretical development work. 8. To assist in the development and implementation of research events (seminars, symposia, conference). 9. To assist with the development of research proposals and funding. 10. To contribute to teaching and learning activities not normally exceeding 180 hours of formal scheduled teaching per academic year. 	
Equal Opportunities	
We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.	

Health and Safety
You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.
Physical Conditions
The post holder will be based at the City Campus, in the first instance. The post will involve travelling to construction sites and completed buildings for the purposes of data collection, including the transport and installation of test equipment.
Relationships
The post holder will work closely with all members of the Buildings, Energy and Sustainability Research Group and other academic and administrative staff and students within the School of the Built Environment and Engineering and the rest of the University as required.
Terms & Conditions
<p>Terms & Conditions of Service are as determined by the Vice-Chancellor for Research staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.</p> <p>Salary is currently within Grade 4 (£24,298 to £28,143 per annum) On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.</p> <p>Research Staff Annual leave entitlement begins at 28 days.</p> <p>Hours of work per week = 37</p>
Probationary Period
Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.
Pre-employment Health Assessment
Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.
Closing Date
Midnight on 26 February 2016
Please complete an online application. If you are unable to complete an online application, please contact the HR Operations Team, 0113 8125905 or HRrecruitment@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Research Assistant	Grade 4
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. Possession of an honours degree and equivalent professional qualification or a masters degree in a physical science or built environment discipline.	✓	Application/Interview
2. Evidence of ability and experience in carrying out academic research in a logical and rigorous manner within the agreed timescales within a relevant environment.	✓	Application/Interview/Test
3. Evidence of ability to present complex information in a clear and logical manner and/or draft research reports.	✓	Application/Interview/ Presentation
4. Evidence of an established record of research in terms of publications, conference papers and research reports.	✓	Application/Interview
5. Evidence of experience of using qualitative and quantitative methods of data collection and analysis.	✓	Application/Interview
6. Willingness to travel to local and international destinations to present and discuss the research.	✓	Application/Interview
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/ Interview/Test/Other)
TEAMWORK 7. Evidence of ability and commitment to working within a team environment.		Application/Interview
COMMUNICATION 8. Evidence of effective communication in a broad range of styles and media and to a range of different audiences.		Application/Interview
CREATIVITY & INNOVATION 9. Evidence of ability to assist with the development of research proposals and funding including liaising with external bodies.		Application/Interview
LEARNING & DEVELOPMENT 10. Interest in own professional development and the ability to engage with new tasks or initiatives.		Application/Interview
Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.		