

Start and end dates	Interview date
Start: Mid-June End: flexible according to working pattern	24 and 25 May 2022
Duration of role	Salary
140 hours	£9.90/hour
Working pattern	Number of roles available
Full-time or part-time	2 (potentially 3)
Location	Deadline for applications
Remote working	12 midday, 12 May 2022
Eligibility	
<p>To apply for the role of Research Assistant through the Civic Research internship programme you must:</p> <ul style="list-style-type: none"> • be a current undergraduate student in the Faculty of Social Sciences and Law; OR • be a recent graduate (within six months of graduation) of an undergraduate degree in the Faculty of Social Sciences and Law. <p>For further details, including a full list of eligible programmes, please visit our website.</p>	

1. Project overview
<p>The project is a collaboration between University of Bristol and the Professional Associations Research Network (PARN) that aims to:</p> <p>Firstly, investigate remuneration packages for two senior roles at professional bodies:</p> <ul style="list-style-type: none"> • Chief Executive (or most senior member of staff) • Most senior finance role (e.g. Director of Finance, Head of Finance or equivalent); and, <p>Secondly, contribute to a database of financial and organisational characteristics of UK professional bodies by gathering information from annual reports of all professional bodies based in the UK.</p> <p>This is the only database of its kind in the UK. It contains 12 years of data for over 500 professional bodies to date based on annual reports and supplemented each year by a particular topic of interest, which will be senior role remuneration packages this year.</p>

The aims of this research are to:

- Establish connections of different remuneration packages to organisational and financial characteristics of professional bodies,
- Explore how the new era of inflation will impact on remuneration packages for these roles.

Research questions to be addressed are:

- What is the significance of the following factors on the remuneration packages for the aforementioned roles?
 - Size of professional body
 - Location (London/outside of London)
 - Sector
 - Surplus
 - Reserves
 - Post holder's gender
- To what extent will anticipated inflation this year and going forward, impact remuneration packages for these roles?

2. Role description

Students will take an active part in designing, circulating and analysing a survey of professional bodies looking at remuneration packages for the roles of Chief Executive (or most senior member of staff) and most senior finance role.

Students will also support other areas of this research such as collection of current annual reports and accounts of professional bodies: data extraction and entry and analysis of narratives from annual reports.

This work will feed into the production of this year's edition of a Financial Benchmarking Report for UK based professional bodies. Latest edition of the report is available here
<https://www.parnglobal.com/Common/Uploaded%20files/Free%20Reports/Financial%20Benchmarking%20for%20Professional%20Bodies%202019-2020%20Report.pdf>

Principal duties will include:

- Undertake supporting work for the PARN Financial Benchmarking Report, including design, administration and reporting on the survey of remuneration packages, analysis of professional bodies annual accounts (both quantitative and qualitative), data validation, drafting and (if time permits) design of chapters for the report.
- Contribute to Research Team meetings and research strategy where applicable
- Attend external meetings where applicable (e.g. interviews, designing survey questions)

3. Person specification
<ul style="list-style-type: none">• Ability to analyse data and summarise information effectively• Excellent written communication skills• Knowledge of qualitative and quantitative research methods and applications• Good working knowledge of Microsoft Word and Excel• Accurate keyboard skills• Confident, polite telephone manner• Ability to use own initiative• Well organised and methodical• Positive 'can do' attitude
4. Overview of induction and ongoing support/supervision
Will Pritchard (PARN) will carry out an induction into working at PARN. Natasha Afitska (PARN) will train students up on specific aspects of their work. There will be regular supervisory meetings with Professor Andrew Friedman (Emeritus Professor, School of Management), Natasha Afitska and others at PARN as appropriate.
5. Additional info
The roles will require the successful candidates to work remotely and have access to a laptop or computer and internet connection. If you need support in any of these areas, please email fssl-pln@bristol.ac.uk when you submit your application.

For a detailed outline of the application process, tips for applying and links to application and interview support provided by the Careers Service see our [Civic Research Internship Research Assistant guidance document](#).

Any questions please contact the Professional Liaison Network – fssl-pln@bristol.ac.uk