

Start date	Interview date
March 2022 (exact date TBC)	w/c 24 January 2022
Duration of role	Salary
200 hours	£9.50/hour
Working pattern	Number of roles available
Part-time with the possibility for flexible working	2
Location	Deadline for applications
Remotely/from home. Students must be based in the UK for the duration of the role.	12 midday, Thursday 13 January 2022
Eligibility	
<p>To apply for the role of Research Assistant through the Bristol Model 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>This project aims to create a digital interactive self-assessment tool that will aid businesses in the West of England with identifying their strengths and weaknesses in their readiness in the areas of: climate emergency, progressing innovation and workforce diversity and point to additional resources to address particular weaknesses. The project will address the challenge of achieving transitioning towards an inclusive clean growth economy, with a focus on support that WECA (West of England Combined Authority) could provide local businesses in terms of supporting their strategy development. It is embedded within WECA's overarching aim to achieve long-term and clean growth and aims to enhance work and productivity practices among SMEs. Social mobility and inclusion in the workplace are a particularly strong area of interest in the project.</p>
2. Role description
<p>We are looking for two dynamic students to work on this project.</p>

The objectives of the roles are to support the development of a digital self-assessment toolkit tailored to the needs of small and medium sized businesses in the West of England. The work may include supporting the organisation of in-person and online workshops and focus groups, as well as expert interviewing. The preparation of digital interactive surveys is also part of this work, to test the tool before further deployment. Other tasks include synthesizing the work done by the project team since August 2021, completing deliverables such as the toolkit in publishable digital formats, ensuring accessibility of the findings for different audiences.

You will:

- Receive guidance on how to conduct the research.
- Undertake the research work as directed.
- Communicate regularly with and give updates to the academic lead and the Research Associate.
- Actively participate in the preparation of and during meetings with the project partner (WECA).

3. Person specification

The roles would suit students who are enthusiastic about the different types and forms of decision-support approaches for business strategy making decision support.

Both roles require interest in, and ideally familiarity with:

- Qualitative research skills (semi-structured interviews, qualitative data analysis)
- Quantitative methods (online survey administration)
- The ability to interact with range of non-academic stakeholders

Successful candidates will demonstrate the following *essential* criteria:

- strong information gathering skills and is able to gather, assimilate and analyse information quickly and accurately, with a strong attention to detail.
- good written and verbal communication skills and is comfortable communicating with academic and business stakeholders.
- being reliable and trustworthy
- being self-motivated, even under a remote-working/working-from-home scenario,
- a willingness to engage in self-study to acquire new skills e.g. following tutorials to analyse qualitative and quantitative data as required.
- high attention to detail, particularly in written work and data analysis
- Resilience, as they will need to deal with negative responses as part of the participant recruitment process

In addition, *desirable* characteristics for **Role 1** are:

- Experience preparing business-facing reports;
- Experience in multi-media marketing;
- Experience and confidence in approaching businesses and recruiting participants.
- Experience in facilitating group work, e.g. focus groups or workshops

Role 2 has the following *desirable* criteria:

- Basic interactive web design skills, ideally including experience in website design and embedding interactive surveys in websites.
- Confidence in approaching businesses and recruiting participants

For Role 2, basic programming experience would also be advantageous.

4. Overview of induction and ongoing support/supervision

The student research assistants will have the opportunity for peer-to-peer exchange. Supervision will be provided by Dr Katharina Burger, supported by Research Associate, Jess Brown, who will provide ongoing support for this project.

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 have submitted 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 [Bristol Model Research Assistant guidance document](#).

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