Civic Research Internships
Research Assistant role description

Start and end dates	Interview date
Mid-May 2022 (exact date depending on contract)	Friday 29 April 2022
Duration of role	**Salary**
140 hours	£9.90/hour
Working pattern	**Number of roles available**
Full-time or part-time	2
Location	**Deadline for applications**
Remote working	12 midday, Thursday 21 April 2022

Eligibility
To apply for the role of Research Assistant through the Civic Research internship programme you must: • 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.   For further details, including a full list of eligible programmes, please visit our website.

1. Project overview
This project aims to aid businesses in the West of England with identifying their strengths and weaknesses in their readiness in the areas of digital and green skills, progressing innovation and workforce diversity. 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.

2. Role description
We are looking for two dynamic students to work on this project.   The objectives of the roles are to support the development of information material tailored to the needs of small and medium sized businesses in the West of England. The work will involve conducting research interviews and may include supporting the organisation of online workshops and focus groups. The preparation of a digital interactive surveys may also be part of this work.

Other tasks include synthesizing the work done by the project team since August 2021, completing deliverables in publishable digital formats and 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 decision support for business strategy making.

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

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.

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