

**Job Description**

|  |  |
| --- | --- |
| Job Title: | Field Assistant |
| Faculty/Department: | Science and Engineering/ Biological, Biomedical and Environmental Sciences |
| Reporting to: | Dr Susan Hull (PI) |
| Duration: | 18 months |
| Job Family: | Academic |
| Pay Band: | 6 |
| Benchmark Profile: | Research Band 6 |
| DBS Disclosure requirement: | N/a |
| Vacancy Reference: | FS0191 |

**Details Specific to the Post**

**Background and Context**

CoCoast (Capturing the Coast) is a national project funded by the Heritage Lottery Fund led by Newcastle University that contains an additional 6 partner hubs across the UK (University of Hull, Bangor University, University of Portsmouth, Marine Biological Association, Scottish Association for Marine Science, Marine Conservation Society). Within the CoCoast project, each partner hub organises the training and support of a network of volunteers who will participate in the identification and quantification of the abundance and distribution of marine species using agreed research methods in order to address key ecological questions that will inform policy, conservation and science. The project will raise awareness of marine issues and affect attitudinal change across UK society on a scale that is aimed to be an exemplar model of ‘Citizen Science’ (CS) as well as generating field-based experimental data collected on a national scale for scientific dissemination.

In addition, the Newcastle University Project Officer will undertake an over-arching project Co-ordinator role. Specific training for the project will be provided by the lead institution for the successful applicants.

The University of Hull Field Assistant will contribute to a national marine ecological research programme, as part of the *Capturing our Coast* (CoCoast) programme, addressing questions on the impacts of climate change and other anthropogenic threats to intertidal community structure and biodiversity, engaging a unique network of citizen scientists in the data collection. The post holder will provide day-to-day administrative support to the University of Hull Project Officer and engage in field-based data collection (focussing on the Yorkshire coast), and will be directly line managed by Dr Sue Hull (PI). The Field Assistant will also benefit from a tailored Professional Development programme of marine-focused skills and training that aims to prepare the post-holder for employment in the marine sector after completion of the project.

### Specific Duties and Responsibilities of the post

The Field Assistant will work with the PI and Project Co-ordinator to deliver the Yorkshire Coast component of a UK co-ordinated programme of intertidal ecological research ensuring implementation of pre-agreed protocols. They will contribute to the training and support of teams of volunteers across the region to conduct surveys and experiments. As the project involves working with volunteers, the Research Assistant must be willing to work outside normal working hours in order to facilitate volunteer training and data collection. They will assist with the administration of the project, liaising with technical and administrative staff to ensure volunteer events are appropriately organised and planned. In addition they will work with the Project Officer to ensure the Yorkshire Coast regional data is entered to the project databases in a timely fashion and contribute to the analysis of the data. They must have a commitment to attending project specific skills training and professional skills development for CoCoast staff as required and to be willing to contribute to additional administrative duties as required for the smooth running of the regional team.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This is an entry level post and may be suitable for those planning to train and develop their research skills so that they may take on a more senior research post in the future.

Research Staff at this level will assist an individual research leader or team to carry out a particular study or studies.

The research assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

The main focus of the work will involve the generation or collection of data using standard methods which have been developed by others. The role holder will assist with analysis and interpretation of results and the drafting of research reports and publications.

**Main Work Activities**

1. Pro-actively contribute to the research project and conduct own research to include:

* Gather, prepare, analyse and interpret data
* Conduct literature and database searches
* Write up and present own research results

1. Contribute to the management of research projects to include:

* Contribute to the planning of projects
* Plan own research activity within the framework of the agreed programme

1. Prepare reports and papers describing the results of the research for both internal and external publication to include:

* Contribute to the production of research reports and publications
* Present information on research progress and outcomes to bodies supervising research

1. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University

* Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
* Actively participate as a member of the research team which will involve attending and contributing to relevant meetings.

1. Provide guidance as required to support staff and any project students who may be assisting with the research.
2. Demonstrate evidence of own personal and professional development including:

* Appraisal, induction and performance reviews
* Participation in training and development activity
* Maintenance of links with professional institutions and other related bodies

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**PERSON SPECIFICATION – Research Band 6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * BSc in Marine Biology (minimum 2:1) or relevant discipline |  | Application |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Ability to collect, collate and manage scientific data * Experience of data collection in the field * Analysis and interpretation of results * Ability to produce scientific reports, project reports and disseminate information in a variety of formats. | * Experience of intertidal fieldwork | Application  Interview |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of :**   * Assisting with the organisation of events * Engagement in outreach activities working with the general public. | * Collaborative working and networking to enhance and develop research**.** | Application  Interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:**   * An expectation to positively contribute to University activities and initiatives including open days, graduation ceremonies etc and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities. * Continuous Professional Development. |  | Application  Interview |