



Job Description

Post:	Research Assistant – fixed term
Department:	Head of Learning, Teaching and Research
Team:	Research
Responsible to:	Research Manager/Fellow

Main purpose:

- Under the guidance and the support of the Research Manager/Fellow, conduct literature reviews/scoping studies, analyse primary data, produce research reports, and may involve support in the development of other innovative research projects relevant to Norland's strategy and values.
- Support the Editor-in-Chief with the Norland Educare Research Journal.
- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

Specific duties

Under the direction of the Research Manager/Fellow, the Research Assistant is expected to:

- Conduct literature searches, write annotated bibliographies and literature reviews.
- Contribute to developing conceptual frameworks that extend and transform current knowledge and its application by synthesizing information and research findings.
- Participate in meetings, maintain records, share information with those involved in research projects and raise issues requiring attention to achieve the objectives of the research projects and meet the deadlines.
- Under the guidance of the Editor-in-Chief, undertake operational duties for the Norland Educare Research Journal including:
 - Working closely with journal editors and authors to ensure a timely review and publication of papers.
 - Liaising with authors from the submission stage through to finalisation of papers for publication.
 - Reviewing book reviews.
 - Liaising with reviewers to review papers within a specified timeframe.
 - Enter metadata onto the journal repository, create DOIs for each paper and allocate it correctly under the supervision of the EiC - Uploading publicity materials to Mail Chimp.



- Updating the tracking spreadsheet as necessary and store records on the Journal SharePoint site.
- Liaising with proofreader / copy editor and authors to address feedback where necessary. This task requires quick turnarounds so continual monitoring of journal email inbox is needed.
- Contribute to joint publications and present at conferences and other appropriate forums to disseminate research findings and outputs.
- Work in partnership with Norland departments and external partners for successful completion of research projects.
- In absence of Administrator, support the journal inbox management.
- Contribute to promoting evidence-based practice at Norland.
- Adhere to Norland's and other professional bodies research ethics guidelines.
- Under the guidance of the Research Fellow/ Manager, liaise with the Head of Marketing, Student Recruitment and Brand to produce articles on the topic of your work for publication on the Norland website/blog and other digital platforms in order to disseminate your research more widely.
- Work with internal departments to ensure operational procedures are fully complied with.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- Undertake any other duties, as required from time to time.

General:

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.



This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.