



Person Specification for a Research Assistant

	Essential (E)/ Desirable (D)	How assessed Application (A) Interview (I)
Education, professional training, and qualifications		
PhD (or currently undertaking) in early years/education or related field of study	E	A
Experience and specialist knowledge		
Experience of conducting research	E	A/I
Experience of using databases for literature searches	E	I
Experience of writing literature and systematic reviews or scoping studies	E	I
Experience of developing research instruments	D	I
Experience of collecting primary data	E	A/I
Experience of analysing and synthesizing qualitative data	E	I
Experience of synthesizing primary and secondary data, both qualitative and quantitative	E	I
Experience of analysing quantitative data	D	A/I
Experience of using statistical packages, e.g., NVivo, SPSS	D	I
Skills and abilities		
Excellent literature review writing skills	E	A
Knowledge, or willingness to learn about different tools or platforms used in research projects	E	I
Excellent written and oral communication skills	E	A/I
Computer confident with good IT skills using Microsoft Office	E	A
High level of attention to detail	E	A
Excellent interpersonal skills, able to build rapport when meeting new people	E	I
Highly effective organisational and time management skills	E	I
Proactive team player	E	I
Ability to work collaboratively across boundaries in partnership with colleagues	E	I
Ability to work in and adapt to a fast-paced environment	E	A
Ability to problem solve and develop solutions	E	I
Personal qualities		
Ability to manage change positively	E	I
Discreet and can maintain confidentiality	E	I
Can act on own initiative within specified boundaries	E	I
Proactive in pursuit of work to its completion	E	I
Flexible in approach to work	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment	E	I
Demonstrates a commitment to supporting a customer focussed and student-centred learning experience	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a	E	I



wide range of backgrounds with a caring and professional manner		
Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda	E	I
Demonstrable experience of representing the values of an organisation in daily life	E	I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities	E	I
Demonstrates a positive attitude, professionalism, passion and energy	E	I
Demonstrates willingness to immerse into the life and culture of Norland	E	I
Motivated and committed to continuous improvement for self and colleagues	E	I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others	E	I
Other post requirements		
Occasional on-site working for staff meetings, away days and other Norland events	E	I