

# Research Assistant (STEAM: STEM + the Arts)

Science ● Technology ● Engineering ● the Arts ● Maths

## Job Description

### Job Purpose

To support research & development projects, conducting STEM related research, analysing results and developing original ideas for the cooperatives' portfolio of projects. Assist in the supervision of member/cadets' research projects.

Our driving organisational objective is to engage disengaged peoples with STEM using creative approaches and cultural values.

### Main activities and responsibilities

#### *Research for social-enterprise and learner community development*

1. To undertake research and development as appropriate to the field of STEM associated to the cooperatives' portfolio. This will include:
  - Write and update research notes held within our project management systems and prepare STEAM principled articles for publication via our uLearn Naturally Media Services.
  - Develop and assist in the achievement of research objectives and proposals.
  - Making team level presentations for colleagues and members.
  - Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio in depth of quality and where appropriate in scope also.
  - Using (learning to use) creativity and principles of enterprise to analyse and interpret research data and draw conclusions on the outcomes.
  - To engage in continuous professional development and be responsible for
2. Continually updating cooperative knowledge and overstanding in the fields of STEM

#### *Supporting people, business teams and resources*

1. Provide guidance as required to other support staff and any members who may be assisting with the research.
2. Manage own research and administration activities.
3. Contribute to the planning of research projects in collaboration with others.
4. Use research resources, laboratories and workshops as appropriate.
5. Monitor and respect research budgets.

### *Pastoral care*

1. Show consideration to others (“hashima”, due respect).
2. Appreciate the needs of cooperative members; individual cadets, their families and their circumstances.

### *Liaison and networking*

1. To work in collaboration with colleagues as appropriate to the STEM fields of study including:
2. Contributing to collaborative decision making within the research group(s).
3. Contributing to the production of collaborative research reports and articles.
4. Join external networks (on behalf of the cooperative) to share information, extend networking capacities and identify potential sources of funds/additional resources.

### **Additional Key Requirements:**

#### *Communication*

1. Communicate (learn to communicate) complex information orally, in writing and electronically. Perfecting the art of simplifying whilst retaining high quality. Our driving organisational objective is to engage disengaged people with STEM using creative approaches and cultural values.
2. Communicate with due respect.
3. Using multi-media and social media for STEM advancement.

#### *Teamwork*

1. Actively participate as a member of a research/project team.
2. Attend and contribute to relevant meetings.
3. Work with colleagues on joint projects, as required.
4. Collaborate with partnership colleagues (associated organisations) on areas of shared research development interests.
5. Initiative, problem solving and decision making
6. Prepare proposals and applications to external bodies, e.g. for funding and contractual purposes.
7. Analyse and interpret the results of research and generate original ideas based on outcomes.
8. Use creativity to analyse and interpret research data and draw conclusions on the outcomes.
9. Use creativity to identify areas for research, develop new research methods and extend the research portfolio.
10. Contribute to collaborative decision making with colleagues in areas of research.

#### *Work environment*

1. Be aware of the risks in the work environment and their potential impact on their own work and that of others.
2. Depending on area of work (e.g. laboratories, workshops, studios) undertake/respect risk assessments, take responsibility for reducing hazards in the work area and have regard for the health and safety of others.

## Person Specification

- Interests in STEM
- Willingness to study STEM related principles and current affairs
- Possess (willing to learn) sufficient knowledge in the discipline and of basic research methods and techniques to work within established research programmes
- Evidence of research activity/skill is desirable
- Good written and verbal communication skills
- Able to communicate material of a specialist or highly technical nature
- Able to manage research and administrative activities and to balance competing pressures of research and administrative demands and lifelines (aka deadlines)
- Good interpersonal skills with the ability to liaise with colleagues and members
- Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.
- Able to identify potential sources of resource and funding.
- Evidence of engagement in and commitment to continuous professional development.
- Respect equal opportunity issues and how they may impact on areas of research
- Respect Health and Safety requirements and experience of carrying out / working in compliance to risk assessments

## Expectations of all staff

### *Professional standards*

All staff employed by Abundance Centres ( uLearn Naturally Learners' Cooperative are expected to exhibit high professional standards which promote and demonstrate the cooperatives' core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

### *Equal opportunities*

All staff are expected to respect and enact the cooperatives' commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

### *Dignity at work*

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The cooperative is committed to creating a work environment for all staff (and members) that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

### *Health and safety*

The arrangements for meeting the cooperatives' health and safety objectives are contained in the Abundance Centres ( uLearn Naturally Learners' Cooperative ) Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the cooperative.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

### *Dress code*

The cooperative does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

### *Citizenship*

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the cooperative as a whole. In particular working to provide a positive student experience and achieving excellence in all the cooperatives' activities.

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This job description indicates the expectations of staff at this level. The cooperative recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed.

With reasonable notice and support, the cooperative can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following training and promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.