Research Project Coordinator

Department of Psychology

Closing date: 26 February 2018

Interview date: To be confirmed

Vacancy reference: 6418
INTRODUCTION

The Department of Psychology at the University of York is seeking a Research Project Coordinator from 1 June 2018 to contribute to a 2-year ESRC-funded project in the area of speech perception and cognitive listening. The purpose of the project is to understand the effect of cognitive load and dual-tasking on low-level speech and non-speech perception. Data collection will be based on perceptual methods and auditory psychophysical tests.

The successful candidate will provide support to the research project, undertake research work within the overall programme, and assist with the day to day operation of the project. He/She will be responsible for auditory stimulus creation, participant recruitment, data collection, and data analysis. He/she will assist in designing the experiments, interpreting data, and disseminating results.

Candidates should have a good first degree or Master’s degree in speech and hearing science or psycholinguistics.

A good command of experimental designs in cognitive science and statistical analysis is essential. Experience in psychophysics (including programming psychophysical experiments), psycholinguistics, and/or speech perception is highly desirable, as is experience of writing up scientific results. The project will be carried out in the laboratory of Professor Sven Mattys at York.

Informal enquiries can be made to Professor Sven Mattys (sven.mattys@york.ac.uk).

General information about the department is available at http://www.york.ac.uk/depts/psych
JOB DESCRIPTION

Main purpose of the role

To provide co-ordination, planning, support and administrative assistance to a project or programme of projects within a department/centre/section/unit/research team.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Co-ordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion, using project management software/applications
- Conduct literature/data searches, and extract, collate or summarise data; undertake some desk-based searches or other investigation under the direction of the project leader/project manager
- Test participants in auditory experiments using perceptual and psychophysical methods
- Undertake comparative sampling of articles, data sets, etc and/or assist with the compilation/distribution/initial analysis of questionnaires
- Organise appointments, meetings, seminars, workshops, etc, acting as point of contact for visitors
- Facilitate communication/liaison between project team members and other key stakeholders, in order to explain the project concept and obtain required materials and to ensure that the project is delivered in line with agreed milestones and objectives
- Write and prepare summaries of meetings/workshops, interim reports/papers, minutes, etc
- Maintain the project leader/project manager’s documentation collection; proof read papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation
- Monitor project budgets and provide standard budget reports
- Develop and manage informational databases, project web pages and sub-websites
- Assist the project leader/project manager by undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£24,983 a year</th>
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</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Full time, 37 hours a week</td>
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<tr>
<td>Contract type</td>
<td>Fixed term contract for 2 years</td>
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<td>Based at</td>
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## PERSON SPECIFICATION

### Qualifications

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td><strong>First degree in speech/hearing science or psycholinguistics (or related field)</strong></td>
<td>Essential</td>
</tr>
<tr>
<td><strong>Master's degree in speech/hearing science or psycholinguistics (or related field)</strong></td>
<td>Desirable</td>
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### Knowledge

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<tr>
<th>Essential / Desirable</th>
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<tr>
<td><strong>Knowledge of a range of experimental techniques and methodologies</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Knowledge in speech/hearing science to engage in high quality research</strong></td>
<td>Essential</td>
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<td><strong>Knowledge of psychophysical research methods</strong></td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<th>Essential / Desirable</th>
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<tr>
<td><strong>A high standard of written and verbal communication skills</strong></td>
<td>Essential</td>
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<td><strong>Able to use initiative to solve unusual or complex problems</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Good planning and organisational skills, including the ability to meet deadlines</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Able to work under pressure but still provide high quality work with attention to detail</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Good documentation skills; able to keep accurate records</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Able to work as part of a team but also independently</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Consistent accuracy and attention to detail</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Able to prioritise workload to meet deadlines and achieve targets</strong></td>
<td>Essential</td>
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<td><strong>Good numerical skills</strong></td>
<td>Essential</td>
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## PERSON SPECIFICATION

### Experience

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<tr>
<td>Essential</td>
<td>Organising and summarising outcomes of research projects</td>
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<td>Essential</td>
<td>Taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standard</td>
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<tr>
<td>Essential</td>
<td>Preparing and presenting statistical information and reports</td>
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<tr>
<td>Desirable</td>
<td>Experience of carrying out both independent and collaborative research</td>
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### Personal attributes

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<tr>
<td>Essential</td>
<td>Willingness to learn new techniques</td>
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<td>Essential</td>
<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
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<tr>
<td>Essential</td>
<td>Calm and approachable manner</td>
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<td>Essential</td>
<td>Responsible, reliable and highly motivated</td>
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<tr>
<td>Essential</td>
<td>Tactful and diplomatic with participants</td>
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The Department of Psychology at York is one of Britain’s leading departments of psychology. Research in Psychology, Psychiatry, and Neuroscience at York was ranked 4th out of 82 submissions in the most recent national assessment of research quality. The high quality of our teaching and support for students has been endorsed by the British Psychological Society (https://www.york.ac.uk/psychology/news-and-events/features/bpsteamcommendsundergraduatecoursesatyork/) and is reflected in positive ratings from students (https://www.york.ac.uk/psychology/prospective/undergraduate/bsc-psychology/).

The Department has been placed among the World’s top 100 departments of psychology in the Quacquarelli Symonds World University Rankings every year since 2013.

There are currently 45 members of academic staff, backed up by excellent technical and administrative support staff. The Department supports approximately 650 undergraduates, 100 masters students, 40 PhD students, and 25 post-doctoral fellows. We offer two undergraduate programmes: a 3-year BSc and a 4-year MPsych, which includes an integrated masters programme. We offer five master's programmes: a master of research (MRes) in Psychology, as well as taught masters programmes in Applied Forensic Psychology, Cognitive Neuroscience, Developmental Cognitive Neuroscience, and Development, Disorders, and Clinical Practice. Postgraduate research degrees in both Psychology and Cognitive Neuroscience and Neuroimaging are also offered.

The Department is located in modern purpose-built accommodation on the University’s Heslington West Campus. In addition to offices and teaching facilities, our main building houses specialised laboratories for research on vision, speech and hearing, memory, language processing, child development, and experimental social psychology using state-of-the-art behavioural, electrophysiological and neuroimaging methods.

The Department’s research strategy is to develop strong and well-resourced research groups in selected areas that are capable of integrating psychological theory with both neuroscience perspectives and topics of significant practical importance. We aim to conduct rigorous innovative research that transforms thinking in core areas of the discipline and has significant social, educational, clinical, and economic impact. Current external support for our research includes grants from BBSRC, MRC, ESRC, ERC, the Wellcome Trust, the Wolfson Foundation, the Leverhulme Trust, the Waterloo Foundation, the Templeton Foundation, the Stroke Association and Fight for Sight. Details of the staff and their research interests can be found at www.york.ac.uk/depts/.
The York Neuroimaging Centre (YNiC) ([www.ynic.york.ac.uk](http://www.ynic.york.ac.uk/)), directed by Professor Tony Morland, is part of the Department of Psychology and is located in the Science Park between the Heslington East and West Campuses about a 15-minute walk from the main Department. YNiC was established in 2004 with funding from the SRIF Initiative and the Wolfson Foundation. It houses a TMS laboratory alongside MRI and MEG facilities with a GE 3T MR scanner, a Siemens 3T MR scanner, and a 4D whole-head 288-channel MEG system.

In 2010, an inter-disciplinary initiative between Psychology, Chemistry, Biology, and the Hull York Medical School, secured grants totaling £8m from the Wellcome Trust and the Wolfson Foundation to build the York Centre for Hyperpolarisation in Magnetic Resonance Imaging (CHy M) ([http://www.york.ac.uk/news-and-events/news/2010/research/hyperpolarisation/](http://www.york.ac.uk/news-and-events/news/2010/research/hyperpolarisation/)) alongside YNiC. The Centre will bring to application fundamental breakthroughs with the potential to revolutionise brain science by increasing the speed and precision of magnetic resonance imaging. Together, YNiC and CHy M establish the University of York as a global focus for research on magnetic resonance and its applications in health and disease.

Psychology at York is committed to ensuring that all members of staff achieve their full potential in a supportive and responsive work environment. In 2007, we received the first Athena SWAN Silver Award for a psychology department in recognition of our commitment to supporting women in science. The award was renewed in 2011 and 2016. Working patterns in the Department are flexible. We provide support for staff taking maternity, paternity, adoption, and parental leave, and the University has a nursery and a childcare voucher scheme. The Department strives to address gender inequalities. Our success is founded on an inclusive culture wherein women and men seek excellence and support each other in attaining it.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6418
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 26 February 2018

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to sven.mattys@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835