Research Support Co-ordinator (Maternity Cover)
Department of Social Policy and Social Work

Closing date: 26 June 2018
Interview date: W/c 9 July 2018
Vacancy reference: 6751
INTRODUCTION

This post has arisen due to the current post holder going on maternity leave. The post is offered on a 0.4fte basis but consideration could be given to two posts at 0.2fte each as the role has two main focuses; database work and social media work.
Main purpose of the role

To provide coordination, planning, support and administrative assistance to a project that investigates state assistance for private businesses. The work will include writing blogs, data extraction, data collection, data management, and contributing to writing research reports and academic papers.

Key responsibilities

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

- Administer and 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
- 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 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 by undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports

JOB DESCRIPTION

At a glance

- **Salary**: Grade 5; £24,983—£30,688 a year, reduced pro rata
- **Hours of work**: Part time; 14.8 hours a week (0.4 FTE) Consideration could be given to 2 posts at 7.4 hours a week (0.2 FTE)
- **Contract type**: Fixed term until end of March 2019
- **Based at**: Heslington Campus West

**Main purpose of the role**

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A levels or NVQ level 3, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<td>Microsoft Office Packages</td>
<td>Essential</td>
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<td>Requirements of good project co-ordination and administration</td>
<td>Essential</td>
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<td>Principles and methods of systematic review and meta-analysis</td>
<td>Essential</td>
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<tr>
<td>Excellent working knowledge of large databases and excel spreadsheets (for Database post)</td>
<td>Essential</td>
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<td>Knowledge of social policy, approaches in political economy and/or corporate welfare</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>A high standard of written and verbal communication skills, to include writing for the web and social media</td>
<td>Essential</td>
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<td>Able to use initiative to solve unusual or complex problems</td>
<td>Essential</td>
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<td>Good planning and organisational skills, including the ability to meet deadlines</td>
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<td>Able to work under pressure but still provide high quality work with attention to detail</td>
<td>Essential</td>
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<td>Good documentation skills; able to keep accurate records</td>
<td>Essential</td>
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<td>Able to work as part of a team but also independently</td>
<td>Essential</td>
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<td>Consistent accuracy and attention to detail</td>
<td>Essential</td>
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<td>Able to prioritise workload to meet deadlines and achieve targets</td>
<td>Essential</td>
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<td>Good numerical skills</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Ability to write SQL commands and Excel / Access formulas</th>
<th>Essential / Desirable</th>
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<td>Basic HTML coding</td>
<td>Essential / Desirable</td>
<td>Desirable</td>
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<td>WordPress skills</td>
<td>Essential / Desirable</td>
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### Experience

- Organising, minuting and summarising outcomes from meetings and workshops **Essential**
- Taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standard **Essential**
- Assisting with systematic reviews of social science research and outputs **Essential**
- Implementing administrative processes in a complex organisation/situation **Essential**
- Preparing and presenting statistical information and reports **Essential**
- Event organisation and organising travel arrangements **Essential**
- Experience of working on large databases and spreadsheets **Essential**
- Experience of using web scraping techniques and other data harvesting methods **Desirable**
- Experience of data processing tools such as OpenRefine, MySQL or Python **Desirable**

### Personal Attributes

- Willingness to learn new techniques **Essential**
- Comfortable working flexibly, under pressure and to tight deadlines **Essential**
- Calm and approachable manner **Essential**
- Responsible, reliable and highly motivated **Essential**
- Commitment to providing a high quality service **Essential**
- Tactful and diplomatic **Essential**
THE DEPARTMENT

The Department of Social Policy & Social Work was established in 1966 and has grown over this period to become one of the largest in the world of its type. We currently have 71 (64 FTE) academic staff academic staff and a further 26 (19 FTE) staff in managerial, professional and administrative roles. The Department is broken into three constituent parts: the Research and Teaching Unit (RTU) that is responsible for the delivery of degree programmes in Social Policy, Social Work and Public Management; the Social Policy Research Unit (SPRU); and, the Centre for Housing Policy (CHP).

The Department has been fully supported by the University in its aspirations to maintain and develop its research excellence and global reputation, playing an important role in the University as one of nine departments in the Faculty of Social Science. The social sciences at York have a world class standing, and, as noted by the previous Chief Executive of ESRC, bring together one of the greatest concentrations of social science researchers in the UK, one of a handful of social science groupings which has secured two Queen’s Anniversary Prize Awards, one of which was awarded to the Social Policy Research Unit (SPRU) in recognition of the pioneering and high impact work it has lead since its formation in 1973. There are excellent connections between Social Policy & Social Work and other Social Science departments such as, Education, Economics, Health Sciences, Law, Management, Politics and Sociology as well as with the Sciences and Humanities.

We are a collegiate and research-intensive Department that also takes teaching and administration very seriously. We celebrated our 50th anniversary in the last academic year and the University has invested considerably in new appointments at all levels over recent years as we look to build on our reputation and expertise in key areas for the next 50 years. This reflects the shared of ambition of the University and the Department to make the University of York one of the world’s leading centres for social policy teaching and research.

Research

The Department has a strong research profile. In the 2014 Research Excellence Framework (REF) we were placed 3rd overall for Social Work and Social Policy and equal first for research impact, with 54% of our research activity rated as world leading. We were ranked 24th in the world for Social Policy in the 2017 QS World University Rankings. Research income generated by the Department is in excess of £2 million per annum.

Alongside the two major Research Centres (SPRU and CHP), staff working in all parts of the Department are actively engaged in research and scholarship and we have more recently established a number of thematic research centres which operate across the Department including the Centre for
THE DEPARTMENT

Research in Comparative and Global Social Policy (CRCG), the Centre for Childhood, Youth and Family Research, the Child Welfare Research Group, and the International Centre for Mental Health Social Research. As this indicates, our work addresses a wide range of themes, including: children and young people; comparative, global and international social policy; families and children; housing; health and social care; social work; social security; welfare, employment and citizenship. In addition, the Department also works closely with the University of York’s Institute for Effective Education (IEE), Centre for Women’s Studies (CWS), Centre for Urban Studies (CURB) and York Environmental Sustainability Institute (YESI).

Degree Programmes

Although we are a research intensive Department we take our teaching very seriously. We are currently responsible for around 700 FTE students, of whom around half are postgraduates. We currently offer six undergraduate degrees within the Department:

- BA (Hons) Applied Social Science
- BA (Hons) Social Policy, Children & Young People
- BA (Hons) Social Policy
- BA (Hons) Social Work
- MSocW (Hons) Social Work

In addition, we contribute to two jointly taught programmes:

- BA (Hons) Criminology (with the Department of Sociology)
- BA (Hons) Social and Political Sciences (with the departments of Politics and Sociology)

We currently offer fourteen taught post-graduate degrees:

- MA Comparative and International Social Policy
- MA in Comparative and International Social Work
- MPA Comparative Applied Social and Public Policy, Evaluation and Research
- MA Global Crime and Justice
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- MA Global Social Policy
- MA Public Policy and Management
- MPA Master of Public Administration
- MPA Master of Public Administration - International Development
- MA Social Policy
- MA Social and Public Policy
- MA Social Work
- MA Social Work Practice (Think Ahead)
- MRes Social Policy
- MRes Social Work

In addition, we contribute to the following jointly taught programmes:

- MA in Social Research (delivered through the Research Centre for Social Sciences)

Research degrees:

- MPhil and PhD in Social Policy & Social Work

The delivery of our programmes is underpinned by a number of key partnerships, including the Yorkshire Urban and Rural Teaching Partnership and the White Rose Social Sciences Doctoral Training Partnership.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
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 6751
- Complete the online application form

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

Please direct informal enquiries to Dr Kevin Farnsworth
(kevin.farnsworth@york.ac.uk)

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

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