Research and Teaching Resource Coordinator for Psychology in Education
Department of Education

Closing date: 19 August 2018
Interview date: To be confirmed
Vacancy reference: 6910
INTRODUCTION

The Department of Education is seeking to appoint a part-time Research & Teaching Resource Coordinator to support research and research methods teaching in the Psychology in Education BSc programme, and to assist with the organisation of the Psychology in Education Research Centre. The role is expected to enhance the BSc and MSc Psychology in Education programmes by assisting in the design and preparation of practicals, experiments, and datasets for students and staff, and providing in class support for research methods teaching.

This role will be offered as a job share (18.5 hours per week) on a fixed term basis to cover a secondment.
Main purpose of the role

The post provides technical support for students enrolled on the BSc and MSc in Psychology in Education programmes.

Key responsibilities

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

- Provide technical and practical support for the teaching of research methods in a computer lab setting using SPSS and related software.

- Support the planning and undertaking of student and staff research in accordance with the aims and objectives of the programme using a range of techniques, processes and procedures within the scope of the role.

- Write and maintain accurate records of the practicals being undertaken using appropriate software packages.

- Provide technical advice in relation to lab-based teaching and the techniques used to other staff members within the wider team.

- Be responsible for the maintenance, repair and operation of laboratory facilities/equipment, and contribute to the organisation, housekeeping and operational management of the laboratory; maintain stocks of consumables.

- Provide laboratory inductions, ongoing training, supervision and technical support for undergraduate and postgraduate students, members of staff and visitors using the laboratory facilities and equipment.

- Develop laboratory protocols, standard operating procedures and maintenance schedules for laboratory equipment (e.g., eye trackers), and be responsible for laboratory operational health and safety processes and procedures.

- Responsible for keeping own knowledge and understanding up to date in the field of psychology; translating knowledge of advances in the subject area into teaching and research activity.

- Co-ordinate the collection and return of Department equipment including tablets, laptops, projectors, recorders and cameras etc.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree (BSc) in Psychology or related discipline</td>
<td>Essential</td>
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<tr>
<td>MSc in Psychology or related discipline</td>
<td>Desirable</td>
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<td>PhD in psychology or related field (complete or currently enrolled)</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Familiarity with BPS accredited curriculum in Psychology</td>
<td>Essential</td>
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<td>Knowledge of statistical analytical techniques</td>
<td>Essential</td>
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<td>A good understanding of the data protection act and how these relate to personal information</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Competency in data handling, archiving and record keeping</td>
<td>Essential</td>
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<td>Ability to work independently, yet in close collaboration with other scientists, particularly researchers working on related topics.</td>
<td>Essential</td>
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<td>Planning, time management and organisation skills, including the ability to meet deadlines</td>
<td>Essential</td>
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<td>A high standard of written and verbal communication skills in English</td>
<td>Essential</td>
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<td>Ability to understand and interpret scientific literature and data</td>
<td>Desirable</td>
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<td>Ability to train other people</td>
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<td>Skills in video editing</td>
<td>Desirable</td>
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<td>Awareness of development of online surveys</td>
<td>Desirable</td>
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<td>Knowledge of research methodologies in psychology</td>
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<td>Ability to instruct undergraduate students in research methods</td>
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<td>Ability to set up and monitor data storage systems</td>
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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of conducting high-level quantitative research (including analysis of multivariate statistics)</td>
<td>Essential</td>
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<td>Experience of general laboratory management</td>
<td>Desirable</td>
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<td>Experience of keeping concise and accurate laboratory records</td>
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<tr>
<td>Experience of teaching or assisting in the teaching of research methods</td>
<td>Desirable</td>
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<td>Experience with supporting qualitative research methods using related software (e.g., NVivo)</td>
<td>Desirable</td>
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<tr>
<td>Experience of using or supporting psychology-related hardware and software (e.g., eye-trackers, EEG, 'R', SPSS, E-prime, NVivo)</td>
<td>Essential</td>
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<td>Carrying out risk assessments</td>
<td>Desirable</td>
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<td>Experience of working in a laboratory setting</td>
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<th>Personal attributes</th>
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<tr>
<td>Responsible, reliable, flexible and highly motivated</td>
<td>Essential</td>
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<td>Willingness to learn new techniques and keep up to date with developments in own field of expertise</td>
<td>Essential</td>
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<tr>
<td>Professional, helpful and friendly attitude with a diplomatic, confident and efficient manner in dealing with a range of people and situations including BSc Students, MSc students and staff</td>
<td>Essential</td>
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<td>Willingness to, on occasion and as required by experiments, work flexible hours</td>
<td>Desirable</td>
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THE DEPARTMENT

The Department of Education is one of the six founding departments of the University of York and, like the University, celebrated its 50th anniversary in 2013.

We are an international and diverse department with collegiality, inclusion and equality at the heart of our core values. The department provides a supportive environment for staff and students. With a core staff of 42 academic staff plus numerous research fellows and visiting tutors, the Department has an extensive research portfolio and teaching programme. The Department has 13 members of support staff including a Research Administrator.

The Department is one of the leading Education Departments for research in the UK, with research funding from multiple UK and international sources. In the 2014 Research Excellence Framework, the Department was ranked in the top ten of Education departments in the country for the proportion of 4* world leading research and was also in the top ten for the impact of its research.

We are widely recognized in the UK and beyond as a leading department in the field of education and have one of the largest graduate schools of education in the UK. The Department also routinely achieves a high level of external recognition for its teaching and is ranked in the top ten Education departments in the country in the Complete University Guide 2016 and 2017.

In 2014 the Department became the first Education department in the UK to have achieved Bronze level in the Athena Swan gender equality charter mark, designed to address gender imbalance and underrepresentation in the arts, humanities and social sciences in higher education: http://www.york.ac.uk/news-and-events/news/2014/gender-equality/

Further information about the Department can be found at: http://www.york.ac.uk/education/

The Psychology in Education Research Centre (PERC)

The Psychology in Education Research Centre (PERC) conducts innovative basic and applied psychological research relevant to educational contexts. The research of PERC members spans a wide range of topics (teaching and learning, language, motivation, behavioral genetics, MHWB), from infancy to adulthood, using a range of methodologies. The goal of PERC is to conduct research that is both scientifically rigorous and broadly accessible to the psychology and education communities. We currently have 11 core members along with numerous postdocs and PhD students. Our profile can be found here: https://www.york.ac.uk/education/research/perc/welcome/.

Research in the Department

Incorporating a wide variety of disciplinary and methodological approaches, the vision for research in the Department is to build a fundamental and applied understanding about education and to make an impact on educational policy and practice. The Department strives to build on its position as a national and international leader in
THE DEPARTMENT

educational research. The Department provides a generous range of support to researchers, including Departmental research funding, research leave, and a workload allocation model that provides dedicated research time, including additional support for funded research.

The Department’s research is focused around a number of research centres:

- Centre for Research on Education and Social Justice (CRESJ)
- Centre for Research in Language Learning and Use (CReLLU)
- Psychology in Education (PERC)
- University of York Science Education Group (UYSEG)

Further detail of the work of each of the Department’s research centres may be found at http://www.york.ac.uk/education/research/. The post-holder will be based within the Department’s Psychology in Education Research Centre (PERC).

Further detail of the Department’s teaching programmes can be found at http://www.york.ac.uk/education/

Teaching and learning

The Department is committed to providing a research-led, high quality experience to our students. We currently register over 700 students per annum across our undergraduate, postgraduate and doctoral programmes.

We offer four undergraduate programmes:

- BA Education
- BA English in Education
- BSc Psychology in Education
- BA Sociology and Education (offered jointly with the Department of Sociology)

The Department offers a Postgraduate Certificate in Education (PGCE) initial teacher training programme, as well as the taught masters programmes listed below, and PhD programmes in Education, Applied Linguistics and TESOL.

- MA Applied Linguistics for English Language Teaching
- MA Applied Linguistics for Language Teaching
- MA Education
- MA Global and International Citizenship
- MA Social Justice and Education
- MA Teaching English to Speakers of Other Languages (TESOL)
- MSc Psychology in Education

Within its undergraduate and postgraduate teaching programmes, the Department interprets the study of education widely, to include not only matters to do with schools, teaching and children, but also educational policy, the organization of education, access to education and aspects of personal development and well-being within educational settings. The BSc and MSc programmes in Psychology in Education focus on the application of psychology to education and are both BPS accredited.

Further detail of the Department’s teaching programmes can be found at http://www.york.ac.uk/education/
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 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 6910
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 16 August 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 Dr Claudine Bowyer-Crane (claudine.bowyer-crane@york.ac.uk).

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

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