Research Project Co-ordinator

Department of Education

Closing date: 4 January 2019

Interview date: To be confirmed

Vacancy reference: 7278
INTRODUCTION

A position as Project Co-ordinator for a fixed-term of 12 months (full-time) has become available in the Psychology in Education Research Centre (PERC) at the Department of Education at the University of York. The position's key responsibility is to support Professor von Stumm across a variety of research projects at their different stages, including (a) liaising with local childhood educators, families and childhood care providers; (b) reviewing and analysing the current psychological literature on early life experiences; (c) preparing and assisting the recruitment of participants and collection of data; and (d) producing initial analyses and reports of the collected data to support the publication of manuscripts and the development of grant proposals. The position would suit a recent graduate of a BSc in Psychology, Education or a related scientific discipline, who is considering applying for PhD studies and a career in academia. Prof von Stumm directs the Hungry Mind Lab, which focuses on investigating the causes and consequences of individual differences in learning; the lab’s website with information on its on-going projects is www.hungrymindlab.com.
Main purpose of the role

- To provide co-ordination, planning, support and administrative assistance to a programme of projects under the direction of Professor von Stumm
- Liaising with local childhood educators, families and childhood care providers
- Reviewing and analysing the current psychological literature on early life experiences
- Preparing and assisting the recruitment of participants and collection of data
- Producing initial analyses and reports of the collected data to support the publication of manuscripts and the development of grant proposals.

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/project manager
- 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
## PERSON SPECIFICATION

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<thead>
<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>A minimum good (2:1) undergraduate degree in Psychology or Education or equivalent experience</td>
<td>Essential</td>
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### Knowledge

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<th>Requirement</th>
<th>Essential / Desirable</th>
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<tr>
<td>Microsoft Office Packages</td>
<td>Essential</td>
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<td>Requirements of good project co-ordination and administration (including financial administration)</td>
<td>Essential</td>
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<td>Knowledge of a range of research techniques and methodologies, such as focus group interviews, longitudinal studies, and survey designs</td>
<td>Essential</td>
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<td>Knowledge of software packages for statistical analysis, such as SPSS and R</td>
<td>Essential</td>
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<td>Knowledge of research on early life childhood experiences and learning</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<th>Skill</th>
<th>Essential / Desirable</th>
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<tr>
<td>High standard of written and verbal communication skills</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>
<td>Essential</td>
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<tr>
<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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<td>Flexibility to travel within the UK if required</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Organising, minuting and summarising outcomes from meetings and workshops</td>
<td>Essential</td>
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<td>Taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standard</td>
<td>Essential</td>
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<td>Working with financial information</td>
<td>Essential</td>
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<td>Implementing administrative processes in a complex organisation/situation</td>
<td>Essential</td>
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<td>Preparing and presenting statistical information and reports</td>
<td>Essential</td>
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<td>Arranging and servicing meetings, eg: preparation of agenda and minutes</td>
<td>Essential</td>
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<td>Event organisation and organising travel arrangements</td>
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<tr>
<td>Experience with recruiting research participants from a wide range of backgrounds</td>
<td>Desirable</td>
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<td>Experience with presenting research to academic and non-academic audiences</td>
<td>Desirable</td>
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<td>Experience of working in a research lab in Psychology or a related discipline</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
<td>Interest in and enthusiasm for studying individual differences in learning</td>
<td>Essential</td>
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<td>Willingness to learn new techniques</td>
<td>Essential</td>
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<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Calm and approachable manner</td>
<td>Essential</td>
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<td>Responsible, reliable and highly motivated</td>
<td>Essential</td>
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<td>Commitment to providing a high quality service</td>
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<td>Tactful and diplomatic</td>
<td>Essential</td>
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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 51 academic staff plus numerous research fellows and visiting tutors, the Department has an extensive research portfolio and teaching programme.

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. This has been followed by the award of an Athena Swan Bronze award in 2018.

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

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 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

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 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 7278
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 4 January 2019

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 nameofperson@york.ac.uk or nameofanotherperson@york.ac.uk

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

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