

University of London Job Specification

Job Title: Research Project Support Officer

Department: Refugee Law Initiative

Section: School of Advanced Study

Level: Level 06 (CTS)

Job Purpose:	The post-holder will be responsible for contributing to research in the field of humanitarian affairs activities as part of a multi-disciplinary and cross-sector network, and to related research promotion and research methods training.	
Job Content:		%
<p>1. Research and related activities</p> <p>To support high-quality, original, independent research in the field of humanitarian affairs and forced migration, consistent with the RLI's role in the RECAP project and the project's strategic aims and objectives;</p> <p>To support legal and social sciences research on accountability and protection in situations of humanitarian crisis and forced displacement, including desk-based research and fieldwork with refugees and IDPs and with humanitarian service providers;</p> <p>To support the Field/Legal Researchers and Project Co-ordinator with research design, fieldwork, data analysis and editing, and to conduct discrete pieces of research independently.</p> <p>To engage in collaborative research support activities and network-building with the RECAP project's academic and non-governmental organisation partners;</p> <p>2. Research Promotion and Facilitation, and related activities</p> <p>To contribute support the development of research promotion and facilitation activities on behalf of the RLI and RECAP;</p> <p>To co-ordinate and edit academic publications arising from the research, conferences and workshops, for publication by the School or an external publisher;</p> <p>To assist in the dissemination of research findings through meetings,</p>		

<p>workshops, and conference attendance in the UK and overseas;</p> <p>To provide practical and administrative support in the planning and delivery of events (conferences, seminars and workshops) which support the objectives of the RECAP project and the RLI's strategic priorities;</p> <p>To collaborate with and provide support for RECAP's network of scholars, policy-makers and practitioners in the UK and internationally.</p> <p>3. Capacity building and training</p> <p>To contribute to research methods training, including developing and delivering workshops, training materials and online study modules.</p> <p>4. Administration</p> <p>To provide practical and administrative support in the planning and delivery of events and field research;</p> <p>To coordinate all communications between RECAP partners and the RLI;</p> <p>To provide regularly updates and briefings to the network and the RLI team;</p> <p>To prepare, in a timely fashion, reports and other information for inclusion in the annual reports or websites for the RECAP project and for the RLI and the School of Advanced Study, as requested.</p> <p>5. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.</p> <p>6. To maintain an awareness and observation of fire and health and safety regulations.</p> <p>7. Any other duties consistent with both the grade and scope of the post.</p> <p>8. Any other duties reasonably required of the postholder by the reporting manager.</p>	
<p>Reports to:</p> <p>Responsible for:</p>	<p>Director, Refugee Law Initiative</p> <p>N/A</p>
<p>Additional demands of the role:</p>	<p>N/A</p>

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience conducting desk research and fieldwork
- Experience of working or collaborating on large-scale projects with multiple stakeholders
- Excellent communications skills, and experience of coordinating between internal teams and/or external partners
- Designing and organising events, such as conferences or seminars
- Participation in and/or support for academic networks and/or networks of NGO partners

Desirable:

- Experience of working on cross-sector or interdisciplinary projects
- Knowledge and experience of editing the work of others for publication

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Knowledge of humanitarian affairs and the field operations of humanitarian agencies OR of refugee / displacement situations and protection issues
- Knowledge of international human rights law and/or accountability mechanisms
- Knowledge and understanding of social science research methods and data collection
- Robust IT skills, including working knowledge of the Microsoft Office suite
- Excellent writing and editing skills, sufficient to enable the post-holder to prepare manuscripts for publication

Desirable:

- Experience of having supported the development of policy recommendations
- Experiencing of preparing reports for submission to funders and grant-makers

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Research experience and knowledge of research methodologies in law and/or social science disciplines equivalent to postgraduate level

Competency Requirements	Essential	Desirable
Academic Community focus	C	C
Adapting to change	B	B
Creativity and innovation	B	C
<i>International engagement (optional)</i>	B	C
Interpersonal understanding	C	C
Leadership	B	C
Managing resources	B	C
Organisational commitment	C	C
Proactivity and planning	B	C
Problem solving and decision making	B	C
Performance Management	B	C
Resilience	B	C
Working collaboratively with others	C	D
Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency. For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258		