

## University of London Job Specification

**Job Title:** Lab Manager/Research Assistant

**Department:** School of Advanced Study (SAS)

**Section:** Centre for the Politics of Feelings

**Level:** 6

<b>Job Purpose:</b>	<p>The post is for a full-time 2 year Lab-manager/Research Assistant (September 2021 to August 2022) at the newly formed Centre for the Politics of Feelings (<a href="https://www.politics-of-feelings.com/">https://www.politics-of-feelings.com/</a>) directed by Professor Manos Tsakiris, and funded by the NOMIS Foundation. The Centre is devoted to the interdisciplinary understanding of how emotions and feelings can be active causes but also targets of political behaviour in diverse socio-political contexts. The Centre will address from a multi-disciplinary perspective, how affect and emotions and their underlying neurophysiological mechanisms shape political behaviour, as well as how politics shapes and exploits affect and emotions.</p> <p>The post-holder will assist the Centre's research team and partners in the development, implementation and dissemination of the research and the Centre's operations.</p>	
<b>Job Content:</b>		%
	<ol style="list-style-type: none"> <li>1. Assist in the development of research projects (i.e. literature review, ethical applications experimental design, data collection and analysis, preparation and publication of papers, and lab management) to facilitate the implementation of the Centre's research aims .</li> <li>2. Contribute to the organization of events hosted at or by the Centre, physically or online</li> <li>3. Coordinate research, dissemination and networking activities within the team as well as with external academic and non-academic partners</li> <li>4. Assist with the day-to-day running of the Centre</li> <li>5. Document the activities of the Centre and contribute to the preparation of relevant reports as required by the Advisory Board, the Funder and other partners</li> <li>6. Any other duties, consistent with both the grade and scope of the post, reasonably required of the post-holder by Professor Manos Tsakiris (PI).</li> </ol>	<p>40%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>5%</p> <p>5%</p>

<p>7. 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>8. Maintain an awareness and observation of fire and health and safety regulations</p>	<p>5%</p>
<p><b>Reports to:</b></p> <p><b>Responsible for:</b></p>	<p>Professor Manos Tsakiris</p> <p>n/a</p>
<p><b>Additional demands of the role:</b></p>	

<p><b>Person Specification</b></p>
<p><u>EXPERIENCE &amp; PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Research experience in a psychology and/or cognitive neuroscience laboratory and/or political science research team</li> <li>• Competence in participant recruitment, data collection and data analysis</li> <li>• Willingness to work with scholars from a wide range of disciplines</li> <li>• Strong organization skills</li> <li>• Strong oral and written communication skills</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Experience in assisting with the organisation of seminars, workshops or conferences or similar administrative tasks</li> <li>• Ability to engage with wider audience and inter-sectorial collaborators through traditional and digital media</li> <li>• Ability to self-motivate and to work with little supervision</li> <li>• Ability to use initiative and independent judgement</li> <li>• Research or scholarly publications</li> <li>• Public engagement experience</li> </ul>
<p><u>TECHNICAL KNOWLEDGE &amp; SKILLS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• A good level of empirical research experience and statistical analysis</li> <li>• A good level of programming experience (e.g. MATLAB, R, Gorilla)</li> </ul>

*Desirable:*

- Experience in conducting online experiments
- Experience in conducting psychophysiological recordings

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

*Essential:*

- BSc in Psychology and/or Political Science or a related field with a minimum of 2:1 or equivalent for overseas qualifications

*Desirable:*

- MSc in Psychology and/or Cognitive Neuroscience and/or Political Science with Merit or Distinction
- Interdisciplinary Educational or Professional Experience

Competency Requirements	Essential	Desirable
Academic Community focus	C	
Adapting to change	C	
Creativity and innovation	B	
Interpersonal understanding	B	
Leadership	B	
Managing resources	C	
Organisational commitment	B	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	B	
Resilience	B	
Working collaboratively with others	C	
<p>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 <a href="http://www.london.ac.uk/5258">http://www.london.ac.uk/5258</a></p>		

Post Number: 001793