

## JOB DESCRIPTION

### Vacancy Ref:

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| <b>Job Title:</b>                      | Project coordinator / research assistant – Marine science and restoration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Present Grade:</b> 6 |
| <b>Department/College:</b>             | Lancaster Environment Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
| <b>Directly responsible to:</b>        | Prof Nick Graham and Dr Tim Lamont                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |
| <b>Supervisory responsibility for:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| <b>Other contacts</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| <b>Internal:</b>                       | Post-doctoral workers and research students, and central administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
| <b>External:</b>                       | Project collaborators and partners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |
| <b>Major Duties:</b>                   | <ul style="list-style-type: none"> <li>• Overall research project support</li> <li>• Fieldwork planning, to include risk assessments, diving safety, ethics, research permits, travel logistics and shipping of equipment and samples.</li> <li>• Fieldwork support, which may include joining as a dive buddy or research assistant in marine settings.</li> <li>• Lab work such as sample drying and preparation for lab analyses, and general organization of lab space and equipment.</li> <li>• Website and logo development with external support, and maintenance of these resources.</li> <li>• Social media presence for the projects, and support with other public and media engagements.</li> <li>• Team cohesion and coordination including organising socials and retreats.</li> <li>• Team member support such as with visas, inductions and getting started in Lancaster.</li> <li>• Workshop and meeting organization.</li> <li>• Budget oversight and spending support.</li> <li>• Data management and sharing.</li> <li>• Support with relationship coordination with project partners, for example coordinating meetings, drafting MoUs, and sharing regular project updates.</li> <li>• Spend time visiting and working with project partners where necessary, including attending project workshops and retreats.</li> <li>• Contribute to the research groups, including assisting students and post-docs and helping to organize group meetings.</li> <li>• Any other duties as may be reasonably required by the line manager.</li> </ul> |                         |