

**JOB DESCRIPTION**  
**Research Associate**  
**Vacancy Ref: A2507**

<b>Job Title:</b>	Research Associate	<b>Present Grade:</b> 6P
<b>Department/College:</b>	The Law School	
<b>Directly responsible to:</b>	Dr. Claire Fitzpatrick	
<b>Supervisory responsibility for:</b>	n/a	
<b>External contacts:</b>	Dr Jo Staines (University of Bristol); Dr Julie Shaw (Liverpool John Moores University)	
<p>We wish to appoint an enthusiastic and self-motivated researcher to work on a Nuffield Foundation funded project, which aims to explore how to reduce the number of females who move between the care-system and prison custody. The research will focus on the experiences of imprisoned women from care, as well as the experiences of girls currently in care and involved in the youth justice system. There will also be a focus on the perspectives of professionals. We seek someone with excellent interpersonal skills, cultural competence, and a commitment to ethical research, with expertise in reviewing literature, documentary analysis, researching sensitive topics, and qualitative data collection and analysis.</p> <p>The role of the researcher includes undertaking primary data collection, analysis and archiving, and dissemination as outlined in the grant proposal. Because of the sensitive nature of this project we are seeking to appoint an RA with previous experience of conducting research on sensitive topics and with vulnerable groups. Research experience with looked after children or women in prison would be an advantage, but is not essential. The research associate position is available full-time for 26 months of a 27 month project beginning in February 2019.</p> <p><b>Major Duties:</b></p> <ol style="list-style-type: none"><li>1. Undertake literature searches and compile a literature review document.</li><li>2. To recruit, organize and undertake semi-structured interviews with: imprisoned women (across three female prisons); girls in a range of care placements including some in secure settings; and professionals (e.g. care workers, police and youth justice workers).<ul style="list-style-type: none"><li>• Resolving problems concerning methodology, the day-to-day running of the project, analysis and ethics that arise.</li><li>• Liaising with gatekeepers and establishing contacts.</li><li>• Undertaking qualitative data collection.</li><li>• Ensuring good ethical practice and research governance, including ensuring that participants have provided informed consent, maintaining confidentiality of all study data.</li><li>• Travelling to research sites in the UK to conduct interviews and liaise with contacts.</li></ul></li><li>3. Undertake documentary analysis of relevant policy and practice documents and case-files</li><li>4. To keep detailed records of research activities for analysis (e.g. research diary; analytical notes post-interviews).</li><li>5. To contribute to qualitative and some quantitative analysis (e.g. NViVo, SPSS) and prepare primary data for archiving.</li><li>6. To undertake the recording of the information gained throughout the research project, including:<ul style="list-style-type: none"><li>• Entering information on to computerised databases.</li></ul></li></ol>		

- Maintaining record systems for the project.

7. To undertake other day-to-day routine clerical work associated with the project.
8. Contribute to planning and development, writing of reports/publications, dissemination of research findings.
9. To help organize and attend meetings specific to the project and give regular feedback on project milestones.
10. Participate in national and international conferences and workshops to present the results of the project to a wider audience and to learn about current advances in the field.
11. Undertake such other duties as may be requested by the Principal Investigator, and Co-Investigators, and that are commensurate with the nature and grade of the post.
12. Contribute to the national and international research reputation of the institution.
13. Work within the strategic direction of the University as a whole, and within the University's code of ethics and practice guidelines.