

# Research Assistant

Centre	European Policies Research Centre ( <a href="http://www.eprc.strath.ac.uk/eprc/">http://www.eprc.strath.ac.uk/eprc/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Research	Reference No	451473
Reports To	Director of the European Policies Research Centre	Grade:	6/7
Salary Range:	Research Assistant Grade 6 £28,756 - £32,344 (plus Delft allowances*) Research Associate Grade 7 £33,309 - £40,972 (plus Delft allowances*)	Contract Type:	Fixed Term (24 months)
FTE:	1 (35 hours/week)	Closing Date	Sunday, 3 July 2022

## Job Advert

We are one of the leading European research institutes for comparative studies of regional development policies, working in 32 countries. EPRC is part of the School of Government & Public Policy rated in the REF2021 as top in the UK for the world-leading quality and impact of our research. We work with the European institutions, national and sub-national governments on the design, implementation and evaluation of policies for regional, local, urban and rural development, and with a range of academic and other partners on studies funded by European and national research councils.

We are looking to appoint a Research Assistant. The post will be based at the EPRC office in the Netherlands (at Delft University of Technology). You would participate in research programmes on regional development, particularly the design and regulation of national regional policies and EU Cohesion Policy, as well as studies on European territorial cooperation, State aid, the low-carbon economy, financial instruments, sustainable urban development, rural development policy, and citizen engagement in regional policies.

As a Research Assistant, you will work as part of a team. You will conduct literature reviews, develop questionnaires, conduct surveys, collect and collate data, analyse information, draw conclusions, and contribute to the drafting of research reports and publications. You will be responsible for managing and prioritising your work and ensuring that it is completed on time. There will be opportunities for you to participate in knowledge exchange activities related to research projects. We encourage career and skills development.

To be considered for the role, you will be educated to Degree level in a relevant discipline. Equivalent work experience in policy or consultancy fields would be welcome as would a good knowledge on regional development policy in Europe. You will be fluent in English and Dutch (C1/C2 proficiency under the Common European Framework). Additional European languages would be an asset. You will have appropriate qualitative and quantitative research techniques, an ability to plan your own work, and enjoy working in a team. GIS mapping experience would be an asset. You will have good interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

The post will be for 24 months in the first instance, with the possibility of renewal thereafter dependent on receipt of further funding. For applicants who have a PhD, or equivalent work experience, and evidence of academic/policy publications, the appointment could be made at the level of Research Associate.

## Job Description

### Brief Outline of Job:

To assist in the delivery of research activities as part of a team, working on established programmes of research and knowledge exchange in the field of regional development policy in Europe under the general supervision of senior colleagues. This will

involve contributing to externally funded policy studies on behalf of European and national government authorities, as well as academic research, bringing social scientific theories and methods to bear on policy problems and in developing and testing theories and methods in policy contexts. External engagement with policymakers internationally at European, national and sub-national levels would be an important part of the post.

A core part of the post will involve undertaking research on the design and implementation of national regional policies in Europe and EU Cohesion Policy, in particular taking on the role of ‘country expert’ for one or more European countries in line with the language ability and expertise of the appointee. This will include contributing to two major research programmes underway in EPRC – the [European Regional Policy Research Consortium \(EoRPA\)](#), and the [Improving the Quality of Programme Management \(IQ-Net\)](#) project.

The post will also involve contributing to other research areas where EPRC is active: European territorial development; State aids and financial instruments; sustainable urban development; community development in rural policies; citizen engagement in public policies; and territorial decarbonisation strategies. EPRC research in these fields is often funded by European and national authorities (e.g. European Commission, European Parliament), Horizon Europe and national research councils. Examples of studies undertaken or underway can be found on the [EPRC website](#).

EPRC operates through its main base at the University of Strathclyde (EPRC Glasgow), and at a second base (EPRC Delft) established at Delft University of Technology (TU Delft) in the Netherlands. It is anticipated that the successful candidate will be based permanently in Delft, but they would have the opportunity to spend time working at EPRC Glasgow for limited periods also.

EPRC operates a policy of hybrid working, and the appointee will have the scope to combine office-based and home-based working, by agreement with the Head of Centre.

For applicants who have a PhD, or equivalent work experience, and evidence of academic/policy publications, the appointment could be made at the level of Research Associate, Grade RS07 (salary range £33,309 - £40,927) plus additional allowances based on work location (Delft)\*). In such cases, the job description will be recalibrated to reflect the Main Activities and Person Specification of a Grade 7 Research Associate role. However, this would require evidence of more advanced involvement in research and knowledge exchange activities (such as development of research proposals, generating research income and managing parts of research projects).

\*Delft allowances: salary supplemented by an 8.3% Delft allowance and an 8% Annual leave allowance.

### Main Activities/Responsibilities:

1.	Assist the delivery of research projects by, for example, conducting literature reviews, developing questionnaires and conducting surveys, collecting and collating data and undertaking and recording the outcomes.
2.	Prepare and carry out fieldwork research, notably programmes of interviews in different countries in Dutch and English, and potentially other relevant languages (commensurate with the language ability of the applicant).
3.	Manage and prioritise own workload within agreed objectives to ensure that all activities are completed to specification and to deadlines
4.	Contribute to the planning and development of research programmes, helping to prepare tenders/proposals to national and European government institutions and research councils.
5.	Write up results of own research and contribute to the production of research reports and publications.
6.	Contribute to knowledge exchange activities as required, notably presenting research results and papers at seminars and conferences and contributing to the provision of policy advice to practitioners and officials.
7.	Input as a team member to Centre/School administrative activities as required.
8.	Engage in continuous professional development.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Good honours degree in an appropriate discipline such as geography, economic, planning, law, politics, public policy or European studies

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D1 Postgraduate degree in an appropriate discipline, or equivalent professional experience in a relevant field such as policy or consultancy

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### Experience

E2 Sufficient breadth or depth of knowledge in the fields of regional economic development or EU policymaking to contribute effectively to EPRC research programmes

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D2 Understanding of EU institutions and policy processes

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D3 Interest in, or experience of, regional development or regional policy in one or more European countries

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D4 Experience of knowledge exchange related activities – engaging with policy practitioners in workshops and seminars

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### Job Related Skills and Achievements.

E3 Complete spoken and written fluency in English and Dutch (C1/C2). Additional languages would be an asset

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E4 Knowledge of appropriate qualitative and quantitative research methods. GIS mapping experience would be an asset

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E5 The ability to plan and organise own workload effectively with general supervision from senior colleagues

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E6 The ability to process and synthesise information from a range of sources (and in different languages) and to produce concise written output in Dutch and English

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### Personal Attributes

E7 An interest in studying the design and implementation of regional policy from a policymaker perspective

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E8 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

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E9 Interpersonal skills, particularly the ability to work within a team environment

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E10 Ability and confidence to travel abroad regularly and conduct interviews with senior civil servants

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## Application Procedure

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Applicants are required to complete an application form including the names of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae, in the [Europass](#) format and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. The CV must include the [CEFR language self-assessment grid](#) specifying levels of language ability for each language (listening, reading, speaking, writing). Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Professor John Bachtler, Director ([john.bachtler@strath.ac.uk](mailto:john.bachtler@strath.ac.uk)) or Dr Carlos Mendez, Principal Research Fellow ([carlos.mendez@strath.ac.uk](mailto:carlos.mendez@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Research staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#). Our Delft-based staff have access to the working and support facilities at [Delft University of Technology](#).

### Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Interviews

Formal interviews for this post will be held on 15 July 2022. If selected for interview, candidates will be asked to give a short presentation on previous research or work experience relevant to the post; part of the interview may be conducted in the foreign language(s) in which the candidate is fluent. Following the interview, they will also be asked to undertake a short test involving preparation of an English-language summary of foreign language policy documents.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Research Staff

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Research Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that research staff carry out these duties in a variety of ways appropriate to the nature of the research activity, but expects regular contact to take place between the research staff employee and the supervisor/granholder (where these positions are occupied by different individuals) during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

Members of staff are employed on the conditions indicated in individual letters of appointment and any accompanying papers. The University is not obliged to give notice of termination or continue any employment beyond the end of that period. Where the period of the contract of employment is for one year or less it may be terminated short of the fixed term period by one months notice on either side. Where the period of the contract of employment is for more than one year, or where there have been a further contract or series of contracts immediately consecutive, the employment may be terminated short of the fixed term period by three months' notice on either side, except during the probationary period when the notice period is one month.

If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice.

Revised April 2022