

Post/Job Title:	Research Assistant
Ref:	761
Faculty/Professional Service:	Faculty of Media, Science & Technology
Grade:	4
Location including building:	Poole House
Normal hours per week:	15 hours a week
Duration (Dates from and to):	7 months
Accountable to:	Constantina Panourgia

Job Purpose

- To undertake directed research activity as part of a research team and under the direction the Principal Investigator.
- To support multiple stages of the research project, including conducting a scoping review of grey literature, supporting qualitative research activities, and contributing to project dissemination and engagement activities.
- To contribute to the delivery of the project by providing research, project management coordination, and administrative support.

Main Responsibilities

- Undertake research activities as directed, including conducting a scoping review of grey literature, data collection, and assistance with qualitative data analysis
- Assist with the planning, coordination, and facilitation of focus groups and other stakeholder engagement activities.
- Maintain accurate, complete, and timely data and records in accordance with project protocols and ethical requirements.
- Support the organisation and delivery of project dissemination activities, including a symposium.
- Assist with the dissemination of research findings through reports, presentations, publications, and stakeholder communications.
- Attend and participate in team meetings as appropriate.
- Prepare documentation, for example, Research Ethical Governance, and associated paperwork including consent, participant information sheets, etc.
- Contribute to the development of best practice guidelines and the design and delivery of education and/or professional practice activities in related subject areas.
- Undertake personal and professional development activities in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.

Contacts

Internal: BU academics and support staff specialise in research and enterprise activities, as well as other senior university staff.

External: Research clients and sponsors, and collaborators within institutions both in the UK and overseas.

Information Governance Responsibilities

Data User

- Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

May 2026



Person Specification

Post / Job Title: Research Assistant	Post No: NEW
Faculty / Service: Faculty of Media, Science & Technology	Date: May 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
A first degree in relevant subject areas	E
Masters in relevant subject areas	D
Relevant experience of research in gambling-related harms	D
Knowledge and experience of qualitative research designs and methods	E
Experience of conducting scoping reviews of grey literature	E
Evidence of research skills	E
Experience of conducting focus groups	E
Skills	
Excellent interpersonal skills	E
Ability to work well both as team member and on own initiative	E
Research and writing skills to a publishable standard	E
Able to communicate well at all levels both internally and with external agencies	D
Attributes	
Highly motivated to work in subject area	E
Flexible, adaptable with strong team working skills	E
Able to identify research and enterprise activities relevant to research community	D