
School of Education, Communication and Language Sciences

Research Assistant/Associate in Professional Intercultural Communicative Competence for Refugee Professionals

Grade: F Vacancy Ref: B89444R

Main Purpose

To be associated with a particular Erasmus+ Higher Education project on developing professional intercultural communication competence among refugees and to contribute to research design, data collection and analysis, and liaison with project partners and participants in the UK, Austria and the Netherlands, including refugees and language teachers working with them.

Main Duties and Responsibilities

1. Ensure the timely delivery of all aspects of the Erasmus +-funded project 'Critical Skills for Life and Work: Developing the Professional Intercultural Communicative Competence of Highly-Skilled Refugees', as directed by the project Principal Investigator (PI), and the Project Management Team.
2. Design data collection instruments and materials associated with the research and teaching and learning outputs of the project.
3. Finalize access to research sites, liaise with teachers and colleagues as needed.
4. Contribute to evaluating and updating materials, including project handbooks.
5. Train staff, EU partners and teachers in use of the materials and data collection, including possible visits overseas to the Netherlands and Austria.
6. Gather and manage data securely.
7. Manage the emerging database.
8. Prepare data for analysis, contribute to data analysis and dissemination.
9. Develop and maintain a website and social media presence providing information about the project.
10. Collaborate with other members of the research team and partners overseas as direct by the PI.
11. Organise and attend meetings with programme members and partners, including possible visits overseas.
12. Draft reports, papers and other publications relevant to the programme.
13. Deliver talks and briefings and run dissemination events related to the programme.
14. Report to the PI on all aspects of the programme.
15. Work on the budget in cooperation with the Finance team and the PI.

Research Role Profile

As part of our commitment to career development for research staff, the University has developed 3 levels of research role profiles. These profiles set out firstly the generic competences and responsibilities expected of role holders at each level and secondly the general qualifications and experiences needed for entry at a particular level. It is unlikely that any single member of staff will be applying all these competences at any one time but he or she would be expected to display most of them over a period of time.

Please follow this link to our [Research Role Profiles](#)

Person Specification

Knowledge (inc. qualifications)

Essential

- Master's degree in relevant discipline (education, applied linguistics, languages);
- Good knowledge of the fields of intercultural communication and language pedagogy

Desirable

- Awarded PhD (either completed or close to completion) or equivalent and significant relevant experience in relevant discipline (for example, education, applied linguistics, modern languages, technology).

Skills (professional, technical, managerial, practical)

Essential

- Native or near-native-speaker level English;
- Good organisational skills;
- Good written and spoken communication skills;
- Good research skills;
- Able to use a range of research methods and instruments such as SPSS.
- Able to work under pressure;
- Able to work independently;
- Able to relate to professionals in other fields, and to language learners;
- A positive attitude to other European cultures, and towards refugees;
- Good IT skills using software packages such as Word, Access, and Excel;
- Ability to maintain a website and use social media effectively.
- Ability to develop and teach the use of language learning materials

Desirable

- Ability to develop digital learning materials
- Experience of working on a funded research project

Experience and Achievements (paid or unpaid)

Essential

- Experience in teaching;
- Experience in the development of language learning and teaching materials;
- Evidence of use of research skills

Desirable

- Experience in the development of website and social media materials
- Experience of research dissemination work;
- Experience of classroom observation;
- Experience of language teacher training
- Experience of writing academic articles for publication;
- Knowledge of other European languages.
- Experience of contributing to Horizon 2020 Projects

For additional details about this vacancy and essential information on how to apply, visit our Job Vacancies web page at <http://www.ncl.ac.uk/vacancies/>