

## School of Social & International Studies

### RESEARCH ASSISTANT (PART-TIME) REF: RSS1843

**Closing date: 5pm on 7<sup>th</sup> March 2012**

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**All applicants are required to complete a University of Bradford application form.**

**The University of Bradford operates an electronic application process, please see [www.bradford.ac.uk/jobs](http://www.bradford.ac.uk/jobs) to apply.**

**Please contact the person detailed in the Enquiries section if you would like to know the status of your application at any stage.**

We welcome disabled applicants. If you consider yourself to be disabled, the University may qualify for a grant towards equipment and support through Access to Work. The successful candidate will receive further information about the provision of University support at the offer of employment.

The University is committed to promoting equality, diversity and an inclusive and supportive environment for its students, staff and others closely associated with its work, in conformity with the provisions of its Charter. In particular, the University will:

- seek to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, family responsibilities, sexual orientation or other inappropriate distinction;
- promote diversity in its students and staff by recognising the particular contributions to the achievement of the University's mission that can be made by individuals with a wide range of backgrounds and experiences;
- promote and maintain an inclusive and supportive study and work environment;
- affirm the rights of individuals to be treated fairly and with respect and afford opportunities to fulfil their potential.
- To support these aims the University will ensure that in the conduct of all its activities procedures are introduced and implemented which minimise the occurrence of inappropriate discrimination, whether direct or indirect.

# School of Social & International Studies

## Division of Peace Studies

### **RESEARCH ASSISTANT (PART-TIME)**

**REF:RSS1843**

Grade 7 Salary: £27,578 - £30,122 per annum, pro rata  
18.25 hours per week(0.5FTE) – fixed term for 12 months

A part-time Research Assistant, based in the Division of Conflict Resolution and Peacebuilding, is required for 12 months to assist in the development of e-learning resources to be used for teaching, professional development and RKT activity.

You will be expected to have a strong research trajectory and be able to contribute to the research strategies of the Division

You will be a key member of a busy, energetic and diverse team.

In line with our commitment to 'confronting inequality: celebrating diversity' we are aiming to have a more diverse workforce. We would particularly welcome applications from people from minority ethnic backgrounds, women, and people with disabilities, since these groups are under-represented within our workforce.

**Informal enquiries** prior to application enquiries may be made to Professor Tom Woodhouse [t.woodhouse@bradford.ac.uk](mailto:t.woodhouse@bradford.ac.uk)

**Closing Date:** 5pm on 7<sup>th</sup> March 2012

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### **Information about School Of Social and International Studies**

The School of Social and International Studies at the University of Bradford. The School has a student body of over 1900 – about a quarter of which are international students from all over the world – making us the second largest in the University in terms of Staff and Student numbers. Our mission is to provide a research informed education environment that embraces a commitment to excellence in teaching and an applied contribution to social and economic issues at local, regional, national and international levels.

For further background information on Peace Studies and SSIS, please visit our website:  
<http://www.bradford.ac.uk/peace/bradford/>

### **How to Apply**

All applicants are required to complete a University application form and equal opportunities monitoring form. Applications submitted without these will unfortunately not be considered. Applicants for this post are also invited to submit a CV in support of their applications.

Application forms can be downloaded from <http://www.bradford.ac.uk/human-resources/jobs-at-bradford/jobs/how-to-apply/>

Applicants will be shortlisted on the basis of the information provided.

Your completed application must be submitted by email to [jobs@bradford.ac.uk](mailto:jobs@bradford.ac.uk)

When submitting your application please state the job reference number in the subject of your email. We don't automatically acknowledge the receipt of applications. If you require an acknowledgement then please add a read receipt to your email and we will acknowledge that.

Please look at the requirements of the application process for each job before applying. If the job asks for an application form and equal opportunities monitoring form only then please do not send a CV and covering letter, these will not be sent to the recruiting manager. The only information sent to the recruiting manager will be the information requested as part of the application process therefore please ensure that the application form is completed in full.

We will occasionally accept applications in alternative formats, for example on audio-tape or disk where necessary. If you have any queries about this part of the application process, please contact Human Resources on (+44) (01274) 23 5347.

### **Additional Interview Requirements**

You will be asked at a later stage whether you need us to make any adjustments for the interview. If you wish to discuss any concerns about the application process and scheduling in this respect, please contact Human Resources on (+44) (01274) 23 5347.

## School of Social & International Studies

### ***JOB DESCRIPTION***

**Post Title:** Research Assistant (Part-time)

**Post Reference:** RSS1843

**Post Grade:** 7

**Responsible to:** Dean of School through Prof T Woodhouse

#### **Main Purpose of Post:**

Based in the Division of Conflict Resolution and Peacebuilding, you will assist in the development of e-learning resources to be used for teaching, professional development and RKT activity. You will be expected to have a strong research trajectory and be able to contribute to the research strategies of the Division

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#### **Main Duties & Responsibilities:**

- To assist in the conversion of existing e-learning (web based) programmes in conflict resolution and peace studies, and in the development of new modules appropriate for the programme.
- To prepare research reports and documents on the theory and pedagogy of conflict resolution teaching and training methodology in cognate fields such as peacekeeping, mediation, conflict analysis, peace culture and other appropriate areas and will collect data from appropriate sources, for example, literature, database and internet searches, and examine data using statistical or other analytical methods as appropriate.
- To assist CR staff in the development and conversion of existing courses into e-learning formats appropriate for professional development and RKT activity
- To assist in the technical development of a website for the delivery of such programmes
- To explore the possibility of viable partnerships with other centres with similar interests and expertise in the delivery of CR and CR related course via e-learning

- To liaise with colleagues in other divisions within SSIS (and across the university) where e-Learning strategies are being used or developed to look for best practice and common solutions to known issues
- To work with the Associate Dean for Learning and Teaching to help develop a school wide approach to the issues involved in e-Learning and the preparation of online resources
- To manage their own time effectively.
- To undertake staff development and training as deemed appropriate.
- Any other duties commensurate with the grade and nature of the post.

## SCHOOL OF SOCIAL & INTERNATIONAL STUDIES

### RESEARCH ASSISTANT (PART-TIME) - Ref: RSS1843

#### POST SPECIFICATION

The Post Specification is an outline of the **Essential** and **Desirable** Qualifications, Experience, Skills & Knowledge and Personal Qualities that are required for the post, and how these will be identified/verified. **The Post Specification forms the criteria against which we will shortlist candidates.**

	<b>Essential</b>	<b>Desirable</b>	<b>How Identified/Verified</b>
<b>Qualifications</b>	A Master degree in conflict resolution and peace studies or related fields	A doctorate in conflict resolution and peace studies or related fields	A, Q, I
<b>Experience</b>	Experience of participating in the publication of research papers.  Experience of working in a diverse team/organisation	Experience of presenting conference papers.  Experience of writing conference papers.  Experience of website management.	A, Q, I
<b>Skills and Knowledge</b>	Expertise in conflict resolution theory and practice  Familiarity with theories of conflict and conflict resolution/transformation  Knowledge of e-learning resources and pedagogy applied to CR.		A, I, P

<b>Personal Qualities</b>	<p>Ability to work effectively in as part of a team and able to demonstrate initiative and responsibility.</p> <p>Ability to organise own work.</p> <p>Willingness to participate fully in the research culture of the department through attendance at Research Seminars, presentation of work in progress, teaching etc.</p> <p>Understanding of the University's commitment to Equality and Diversity</p> <p>Committed to continuing personal/professional development.</p>		A, I
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Key: A = Application, Q = Sight of Qualifications, I = Interview, P = Presentation/Task, R = References, CV = CV, CL = Covering Letter