

## Research Assistant - Degree Awarding Gap

<b>Job Reference:</b>	<from Agresso>
<b>Department:</b>	Executive & Governance Services
<b>Grade/ Salary:</b>	Grade 6, £33,638.50 - £36,443.36
<b>Contract Type:</b>	Fixed Term Contract (17 months)
<b>Hours:</b>	28 hrs per week (0.8FTE)
<b>Location:</b>	New Cross, London

Closing date for applications: 12pm, Monday 2 September 2019

Interviews: TBA

### Goldsmiths

---

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Together  
we are different

## Job description

---

Reporting to: Academic Lead (Dr Nicola Rollock)

### Summary:

Addressing the degree awarding gap is a key priority for Goldsmiths and this fixed term role has been created to support the development and coordination of our approach to work in this area.

The role holder will work closely with Dr Nicola Rollock, the Academic Lead, to identify reasons for the gap, establish and communicate best practice and will work in collaboration with departments, the Students' Union and the College to enable initiatives and develop strategies to help reduce the gap.

This role's work aligns with a number of existing strategies including the Learning Teaching Assessment Strategy (most notably, aim 1 *Liberate our degrees*) and the Equality and Diversity Strategy and associated objectives.

### Main duties:

- To support the day-to-day activities of the Academic Lead in work related to the degree awarding gap
- To contribute, and where appropriate, lead in the design and delivery of research including designing appropriate research tools, carrying out interviews and focus groups as relevant
- To contribute, and where appropriate, lead in the analysis of quantitative and qualitative data
- To support the writing and production of reports or other materials to emerge from the work
- To lead in the collation of relevant data, material and resources to facilitate work on narrowing the attainment gap and liaise with, and support departments and the College to address the degree awarding gap
- To source relevant materials relevant to closing the degree attainment awarding gap from across the sector (e.g. on decolonising the curriculum; liberating universities; a list

of suitable facilitators) and develop an internal resource to support and improve internal practice amongst academic and professional services

- To build relationships with and work collaboratively with students, academics and professional staff across the College and within the Students' Union
- To work collaboratively with the Students' Union (SU) to facilitate coherence between the SU and the College with regard to initiatives and strategies to narrow the degree awarding gap, creating good working relationships to encourage trust, respect and shared approaches
- To provide administrative support to the Academic Lead
- To act as a first point of call with regard to enquiries concerning degree awarding gap work
- To remain up-to-date with the work of the Academic Lead and degree awarding gap more broadly and, where agreed, represent the Academic Lead in her absence
- To attend, where agreed with the Academic Lead, relevant events within the sector focused on narrowing and closing the degree awarding gap
- To identify possible avenues of funding and resource to support the development and sustainability of the work
- To work with the Academic Lead in communicating updates about the degree awarding gap work to the wider Goldsmiths community
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## Person Specification

---

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**      **C = Certificate**  
**I = Interview**              **R = Reference**  
**T = Test / P = Presentation**

	Category
<b>Essential Criteria 1 - Qualifications</b>	
Educated to Masters Level (or equivalent) in social sciences	A,C,I
<b>Desirable Criteria 1 - Qualifications</b>	
Relevant qualification or experience in the area of equality and diversity	A,C,I
<b>Essential Criteria 2 - Experience</b>	
Experience of carrying out research projects including focus groups and interviews	A,I
Experience of working across and with a multi stakeholder organisation or establishment	A,I
<b>Desirable Criteria 2 - Experience</b>	
Experience of working within an SU environment	A,I
Experience working with a range of stakeholders	A,I
<b>Essential Criteria 3 – Knowledge</b>	
A clear and practical understanding of race and racial justice	A,I

A good understanding of the higher education context	A,I
<b>Desirable Criteria 3 - Knowledge</b>	
An ability to work strategically and understand the importance of delivery plans to meeting objectives	A,I
<b>Essential Criteria 4 - Skills</b>	
Strong research skills (quantitative and qualitative)	A,I
Ability to prioritise/plan their own work	A,I
Strong written and spoken English	A,I
<b>Desirable Criteria 4 - Skills</b>	
Experience in quantitative and qualitative analysis	A,I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

For more information about the role, please contact Doctor Nicola Rollock, e-mail [n.rollock@gold.ac.uk](mailto:n.rollock@gold.ac.uk)

**July 2019**

## Summary of Benefits

---

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

## Further information

---

For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk), or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

***Thank you for your interest in working with us, we wish you all the best with your application.***