

## **RESEARCH ASSISTANT (TEMPORARY) - JOB DESCRIPTION**

Temporary (to 30 November 2022) - Full Time 37 hours per week

### **1. JOB DETAILS**

Job Title: **Research Assistant (Temporary)**

Immediate Manager: Risk Practice Lead (Development)

Grade: 3 (£29,593 - £31,869)

### **2. JOB PURPOSE**

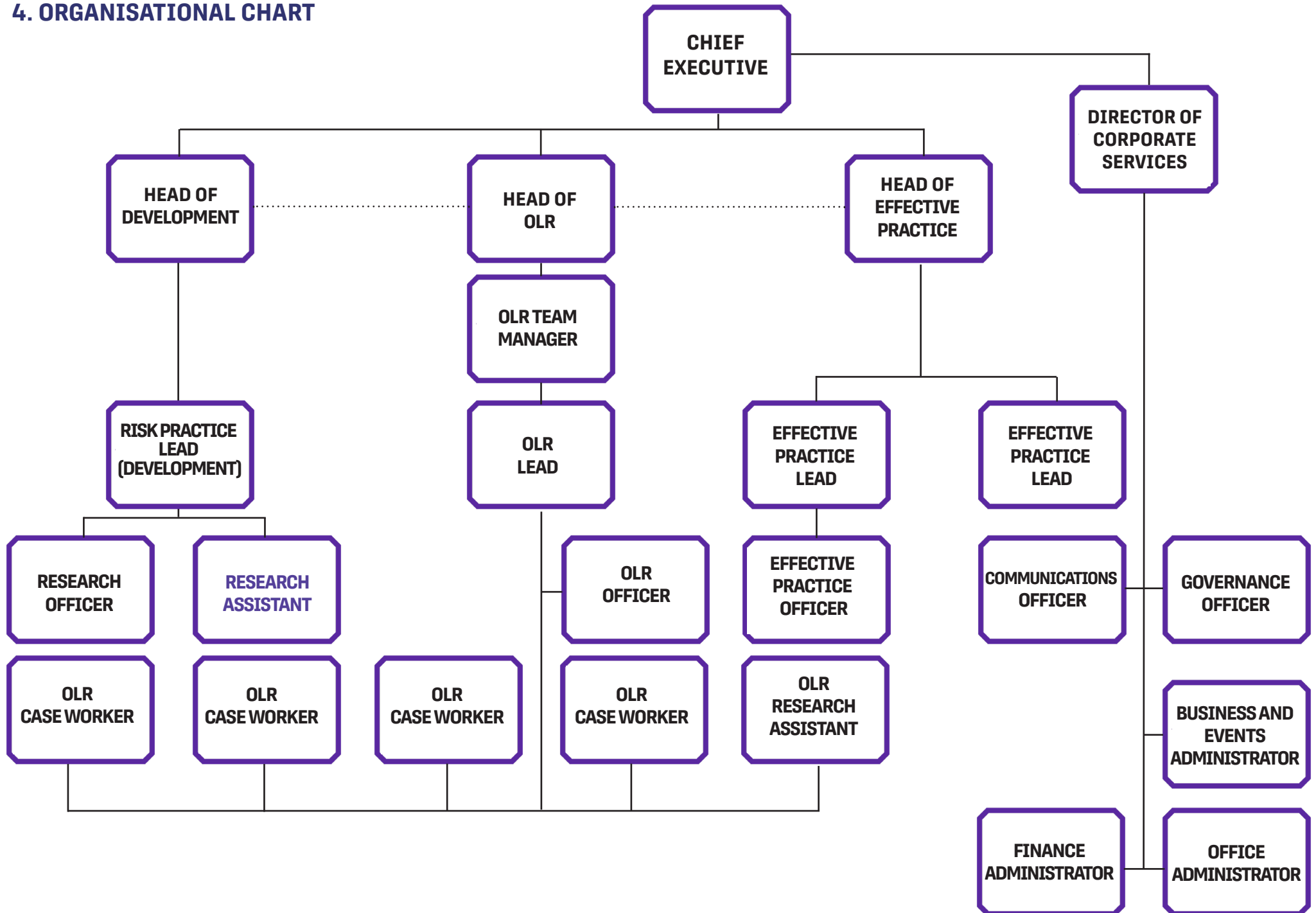
To support the development and implementation of a range of research projects to advance effective practice in the field of risk assessment and management practice. The post holder may also be called upon to contribute to the range of RMA functions to support the promotion of effective practice.

### **3. DIMENSIONS**

Important dimensions include:

- Contribute to designing and undertaking research; developing reports for publication and disseminating research findings.
- Conducting literature searches and translating this literature into accessible and succinct summaries that can be communicated via an online platform and accessed by justice practitioners.
- Reviewing, updating and maintaining databases and datasets.
- Liaising with internal and external stakeholders to support research activities.
- Data input and quantitative data analysis.

#### 4. ORGANISATIONAL CHART



## 5. MAIN ACCOUNTABILITIES

The role will be temporary for 8 months to cover maternity leave. The post holder will primarily contribute to research under supervision within the Development team, including the following:

- Literature review
- Research proposal and ethics application
- Liaise with RMA staff and external stakeholders
- Data analysis using an appropriate quantitative method
- Identify opportunities to apply research finding to practice
- Approaching and engaging with relevant external justice stakeholders
- Monitor and make recommendations on quality and progress
- Reporting, including contributing to the final research report
- Disseminate findings in a range of formats, including presentation to interested groups of stakeholders

The work will primarily involve reviewing literature on the effectiveness of different risk management approaches, as well as supporting a pilot initiative involving testing a risk assessment framework for those convicted of indecent images of children offences.

The post holder will undertake other reasonable duties as required by the needs of the Authority. This may include contributing to quantitative research projects within the Development team, therefore a degree of cross team working may be required.

## 6. LEVEL OF AUTONOMY AND DECISION-MAKING

The post holder will undertake tasks under supervision and receive direction from a senior member of staff. However, it is expected that they will manage the prioritisation and administration of their workload and escalate risks and concerns as appropriate.

## 7. COMMUNICATIONS

The internal contacts of the post can include all members of the staff group of the RMA, dependant on the projects and processes undertaken.

The main external contacts of the post are:

- Project Advisory Groups
- Service Managers, Team Managers and Practitioners
- Academics in relation to work being carried out and any project changes.
- Scottish Government and other stakeholders including the Scottish Prison Service and Criminal Justice Social Work.

A variety of communication methods are used, including the RMA website.

## 8. COMPLEXITY

The main sources of complexity are:

- Collection, safe storage and analysis of sensitive data utilising quantitative techniques.
- Interpersonal skills – approaching and engaging with external stakeholders.
- Translating risk assessment and risk management literature into simple, jargon-free and accessible language.
- Input, analysis and communication of quantitative data.
- The level of detail required for the end of study report and dissemination is substantial as the end product is for public consumption. The standard should be appropriate for submission to a peer reviewed journal.

## 9. EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

### EXPERIENCE

- Post-graduate qualification in a relevant social science subject.
- Prior experience of quantitative research.

### KNOWLEDGE

- Knowledge of the criminal justice system and the research literature on risk assessment and management is desirable.
- The post holder will be proficient in the use of data-processing packages, including Excel and SPSS, and possess good presentation skills to contribute to the dissemination of research findings.

### SKILLS

- Good organisational and time management skills, and an ability to prioritise workload effectively and efficiently.
- Project management skills, including scheduling, anticipating risks, problem solving and critical thinking skills.
- Excellent interpersonal and communication skills are required including a sensitive and appropriate approach to working with a range of stakeholders.

## 10. AGREEMENT

Job Holder Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Director of Corporate Services (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_