

RESEARCH ASSISTANT

To apply for this role, you should have a degree and ideally post-graduate qualification, and prior experience of quantitative and/or qualitative research.

DIMENSIONS

- Contribute to designing and undertaking research; developing reports for publication and communicating 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 analysis.

MAIN ACCOUNTABILITIES

You'll primarily be working on research under supervision within the Development team, things like:

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

You may also be asked to undertake other reasonable duties as required by the RMA.

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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.

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 communications methods are used, including the website and our Twitter channel, [@RMAScotland](#).

COMPLEXITY

The main sources of complexity are:

- Collection and safe storage of sensitive data
- Interpersonal skills – approaching and engaging with external stakeholders.
- Communicating research findings on risk assessment and risk management literature into simple, jargon-free and accessible language.
- Input, analysis and communication of quantitative and qualitative data.

The level of detail required for research reports and their communication and promotion is substantial as the end product represents the work of the RMA and is for a public audience. The standard should be appropriate for submission to a peer reviewed journal and adhere to RMA Publication Standards.

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EXPERIENCE, KNOWLEDGE AND SKILLS

- Degree and ideally a relevant professional/post-graduate qualification such as research methods, clinical psychology or forensic psychology, law or social work.
- Knowledge of the criminal justice system and the research literature on risk assessment and management is desirable.
- Knowledge of a range of research methods and data analysis methods.
- The post holder will be proficient in the use of data-processing packages, including Excel and SPSS.
- 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.
- Good presentation skills to contribute to the dissemination of research findings.

RISK MANAGEMENT AUTHORITY

We're a small, supportive team at the Risk Management Authority (RMA). A non-departmental public body of the Scottish Government, we work to keep people safe.

OUR VALUES



Learning: We drive change and promote a culture of continuous improvement. We support and value each other's contributions; we acknowledge that shared experience and understanding helps us achieve our aims.



Integrity: We're impartial, consistent and objective in our work, and we're not afraid to challenge. We believe in honesty and transparency and our work can be trusted.



Fairness: We put people at the heart of what we do, and our work is firmly rooted in human rights. We act fairly and consistently and treat everyone with dignity. Our people are compassionate and want to make a positive difference.



Excellence: We're committed to setting and upholding the highest possible standards, and we deliver what we promise.

WHAT YOU CAN EXPECT FROM US

We're currently working on a hybrid basis to allow for a better work/life balance, and we offer a flexible working policy and provide flexi time for all staff. As part of the Scottish Government, we're pleased to be able to offer a wide range of benefits including 27 days' annual leave plus 11 ½ public/privilege holidays you use flexibly at a time that suits you, and an excellent civil service pension provision.

Plus, right now colleagues can take advantage of a weekly Wellbeing Hour, a paid hour per week to do something to support your mental or physical wellbeing. This will continue through to 2024, where it'll be replaced by a shorter working week. We're working towards reducing the working week from 37 to 35 hours, with no reduction in pay.

We really value the experience and expertise of our team. Supporting your professional development is a priority for us, and we're proud to provide a generous CPD offering. We also provide an Employee Assistance Service (EAS) where you can get expert guidance 24 hours a day, 365 days a year, whether you're experiencing issues at work or at home.

HOW TO APPLY

Please note we don't accept any applications from agencies.

Make sure you read this application pack carefully to make sure you're right for the role, and that we're the right place for you too.

To apply for this role, download the **Application Form** from our website and complete it to the best of your ability. We won't ask for or accept CVs with covering letters. In your application form give as much detail as you can about how you meet the criteria for the post - we love to hear about your experience! Submit your completed application form and Equality Monitoring form to us by e-mail before the date and time specified below.

All applications must be submitted to us by e-mail to recruitment@rma.gov.scot.

No agencies please.

If you need any of the documents in another format please let us know by contacting our office 0141 278 4478 or via e-mail info@rma.gov.scot.

Once the closing date has passed, the team here will review all applications and invite candidates to interview. See the dates in the box below to give you an idea of when that might be. Our interviews are usually held in person in our office in Paisley.

If you'd like a confidential chat about the position or any questions about this process, please get in touch with Geoff, our Head of Development (geoffrey.taylor@rma.gov.scot) or Rachel, our Development Lead (rachel.webb@rma.gov.scot), or give us a ring on 0141 278 4478.

KEY DATES IN THE PROCESS

CLOSING DATE: 03 DECEMBER 2023

We won't accept any applications received beyond midnight on this date.

INTERVIEWS: WEEK COMMENCING 18 DECEMBER 2023

After reviewing applications we'll invite candidates to interview. We'll do this by e-mail. Please let us know at this time if you would like us to make any reasonable adjustments for your interview.