Kingston University London

Job Description

Job Title	Research Assistant	Grade	6
Faculty/Directorate	Faculty of Business and Social Science	School/Dept	Kingston Business School, Department of Management
Reports to	**Dr. Sarah Otner**, British Academy Innovation Fellow & Senior Lecturer in Organizational Behaviour	Direct reports	None

Job purpose

This position is designed to support "The Smell of Victory: Prizes in the Fragrance Industry" – a portfolio of research activity led by Dr. Sarah Otner (Principal Investigator).

The role will appeal to applicants with ambitions to pursue research-intensive careers; it is similar in content and structure to a "pre-doctoral fellowship". If interested and appropriate, the successful candidate will be supported to apply both for admission to doctoral studies (i.e., Business Ph.D. degree programme) and for any relevant funding opportunities (including Kingston University's Ph.D. Studentships, deadline annually each March for study starting the following October).

Role & Responsibilities

- Lead on the design and delivery of multi-national, archival (i.e., secondary) data collection that will allow PI to build a structured database with information about fragrance industry awards (specifically) and creative industry careers (generally)
- Undertake initial data analyses (under supervision) using quantitative analysis software
- Contribute to major research funding applications, interim presentations, and statutory reporting
- Coordinate work with Co-Investigators, Business Development Manager, partner institutions, data-providing organizations, industry bodies, and professional associations
- Support other research and educational activities, led by Dr. Otner
- Develop their own, complementary research interests (e.g., Organization Theory, Innovation, Sustainability, Organization Development) and skills, as will support their own career ambitions

Please note, this is not an exhaustive list and on occasions other duties may be undertaken as part of this role and in line with the grade.

April 2023

Person Specification

Knowledge & Qualifications	Essential	Desirable
Awarded (or nearly completed) a Bachelor's degree with honours (1st or 2:1 classification, or equivalent) in Business & Management, Sociology, Economics, or a related field		X
Awarded (or nearly completed) a Master's degree in Business & Management, Sociology, Economics, or a related field		X
Knowledge of, and experience in, quantitative research methods – in either academic contexts or industry/consultancy settings	X	
Demonstrable interest in the Cultural & Creative Industries		X
Previous experience of industry engagement, knowledge exchange, and/or delivering research impact		X
Knowledge and experience of (or, willingness to learn) Open Science principles & practices		X
Experience of writing research papers to a publishable standard		X

Skills & Competencies	Essential	Desirable
Data Collection via Web Scraping (HTML, JSON, and an applicable programming language such as Python, JavaScript, Ruby, Go, Julia, or similar)	X	
Data Management of large, linked datasets	X	
Quantitative Data Analysis (Stata, R, or similar)	X	
Data Visualization (JavaScript, D3, Tableau, or similar)		X
Network Analysis		X
Project Management (Asana, Monday, or similar)		X
Ability to work independently, with moderate supervision	X	
Excellent oral & written communication skills, in English	X	
Excellent time management and demonstrable ability to meet deadlines	X	
Ability to exercise discretion, respecting confidentiality and other principles associated with secondary data research	X	
Desire to use the post-specific opportunities to advance their professional development	X	

Important Working Relationships
Head of Department (Mrs. Deborah Pinder-Young) Principal Investigator (Dr. Sarah Otner) Project Support Officer (Undergraduate Student)