

Job Details			
Job Title:	Postdoctoral Research Assistant		
School:	School of Electronic Engineering and Computer Science (EECS)		
Reports to:	Principal Investigator		
Grade:	4 through 5	Working hours per week:	Full-Time
Appointment period:	Fixed Term		
Current Location:	Mile End		

Job Context			
<p>The School of Electronic Engineering and Computer Science (EECS) is an exciting and dynamic environment with a reputation for excellence in both research and teaching.</p> <p>As a multidisciplinary school, our researchers work with the arts and sciences collaborating with psychologists, biologists, musicians and actors, mathematicians, medical researchers, dentists and lawyers. We are well known for our pioneering research and pride ourselves on our world-class projects. We are 11th in the UK for quality of computer science research (REF 2014) and 6th in the UK for quality of electronic engineering research (REF 2014).</p> <p>Our academics undertake world-leading research in a lively and supportive research community. The results are original, informative, often surprising or questioning, and always significant, achieving impact on wider society and within specialist areas of knowledge.</p>			

Job Purpose			
<p>The post is Postdoctoral Research Assistant in the UK as part of the Digital Platforms for Craft in the UK and China project (AHRC Reference: AH/S003401/1) which is a collaboration between Queen Mary University of London (UK) and Hunan University (China).</p>			
<p>The project will map out the use and features of digital platforms in craft sectors of the Creative Economies in China and the UK. It will gather data through a combination of desk research, workshops, surveys, and interviews with stakeholders. The project is led by the two PIs with the Chinese Col. Two research assistants will undertake the majority of the research work of the project under guidance of the academic investigators.</p>			
<p>The objectives of the project are to answer questions about the role, value, and potential of digital platforms in craft sectors of the Creative Economy in China and the UK:</p> <ul style="list-style-type: none">- What digital platforms are used in China and the UK, and what are their features?- How are these digital platforms used in China and the UK? What is similar? What is different, and why?- What value is generated through the use of digital platforms?- What are the similarities and differences in the use of digital platforms in the craft sector in China and the UK compared to other Creative Economy sectors?- How is IP secured and exploited in through digital platforms? How is this different in China and the UK?- How are insights gained through digital platforms?- What are the similarities and differences between rural and urban uses of digital platforms? How are these different between China and the UK?- How might craft sectors in China and the UK better leverage digital platforms to sustain and grow their activities in Creative Economy?- The results of this research will be online resources to support craft stakeholders in China and the UK to make better use of digital platforms to grow and sustain their craft activities.			

Main Duties & Responsibilities			
<p>The activities associated with the Postdoctoral Research Assistant post are to:</p> <ol style="list-style-type: none">1. Undertake desk research on features of digital platforms and how digital platforms are used for Craft in the UK and contribute to similar work in China.2. Design, administer, and analyze surveys of craft stakeholders in the UK and contribute to similar work in China.3. Design, administer, and analyze questionnaires with craft stakeholders in the UK and contribute to similar work in China.			

Main Duties & Responsibilities

4. Design, administer, and analyze interviews with craft stakeholders in the UK and contribute to similar work in China.
5. Analyze results of surveys, questionnaires, interviews, and desk research to develop case studies of use of digital platforms for craft in UK. For example using Thematic analysis to identify themes in the data collected. And contribute to similar work in China.
6. Help to set up and running a network of craft stakeholders in the UK. This will involve working with the PI and Network at QMUL to build and sustain the network. And contribute to similar work in China.
7. Liaise with Chinese project partners about the use of digital platforms for craft in the UK and craft in China.
8. Undertake researcher immersions with craft stakeholders in the UK. These are in depth in-situ observational studies of how digital platforms are used for Craft in the UK. This will require travel within the UK.
9. Design, structure, and facilitate craft stakeholder workshops the UK and China on how digital platforms are used for craft. This will involve travel within the UK and also to China.
10. Write, produce, and assist with producing web materials, reports, and academic papers on how digital platforms are used for craft in the UK and China.
11. Work with Chinese partners to populate the web resource with content on how digital platforms are used for craft in the UK and China, and guides on how to use such platforms.
12. Work together with the UK PI and the Chinese team to meet the aims of the project which are to answer the project research question: How are digital platforms used and what value do they generate for the craft sector in the Creative Economies of China and the UK given the differing cultural heritages and divergent contemporary digital culture, regulation, and infrastructure.
13. Responsible, under the general guidance of the Line Manager/Supervisor/PI, for undertaking the programme of work.
14. Prepare reports of appropriate research results for public presentation through seminars and conferences. Contribute to writing papers summarising research findings for publication in peer-reviewed journals (of high international standing where possible). Contribute to other reports where possible.
15. Comply with any requirements of the awarding authority.
16. Conduct empirical research as required by the research programme.
17. Maintain appropriate databases and keep accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.
18. To attend and participate in the School academic activities.
19. To show a professional attitude to matters of laboratory hygiene, organisation and safety, and to observe and to take an active role in fulfilling all statutory health and safety regulations.
20. The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university.
21. Make research initiatives and original contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of the research project as a whole.
22. Monitor research findings with a view to commercial exploitation, and to inform the Head of School (or line manager, as appropriate) and Head of Innovation & Enterprise of any appropriate novel research outcomes.
23. Assist in the supervision of student projects, as necessary.

Main Duties & Responsibilities

24. Work with external and internal collaborators as agreed with the PI, providing, receiving and presenting complex information.

General:

1. Deal with projects in a professional manner using judgement and discretion and comply with school health & safety policies, local rules and standard operating procedures; ensure that appropriate risk assessment procedures are followed and documented.
2. Comply with relevant College policies and regulations with due regard to financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property and patenting, data protection or any other rules, regulations or codes binding on the member of staff.
3. Undertake and successfully complete mandatory training as required by the School and participate in the College Appraisal Scheme and demonstrate a commitment to continuing professional development; These duties will be subject to review in line with the changing requirements of the School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	PhD (awarded or reasonably expected to be awarded within 3 months) in one of the following: Social Sciences, Media and Arts Technology, Human Computer Interaction, Psychology, or similar discipline or equivalent experience.	E
Experience	Experience in conducting surveys, interviews, questionnaires, studies, field studies, and workshops with people, preferably in a technology related area	E
	Experience working across cultures	D
	Experience of designing and evaluating interactive systems/ digital platforms	D
	Experience of writing for public and academic audiences	E
	Experience of working on interdisciplinary projects combining the arts with computing	D
	Experience of building, maintaining, and curating online web resources	D
	Experience of using social media in UK and China	D
Knowledge, Skills and abilities	Understanding of the academic research process	E
	Familiarity with the current literature and methods in human-computer interaction research or a closely related field concerned with user-centered requirements and design methods	D
	Familiarity with the current literature on craft, the Creative Economy, and innovation	D
	Coding ability in web programming and markup languages such as HTML, CSS, Python	D
	Graphic design/ web design skills	D
	Knowledge of statistical analysis methods and/or experience with relevant statistical software e.g. for analysing surveys and questionnaires	D
	Familiarity with qualitative analysis methods for designing and deploying surveys, interviews, and questionnaires	E
	Good spoken and written English	E
	Chinese language skills	D
	Experience with conducting research, understanding the research process and summarising findings	E
	Experience in writing academic papers in topics related to the area of research on this project.	E
	Strong ability to proficiently organise and prioritise own work and organise research within the project timetable	E
	Ability to efficiently work in a team including project industrial partners and international collaboration partners	D
	Ability to maintain accurate and up to date records	E
	Strong analytical and communication skills for working as a part of a team	E
	Ability to prepare project deliverable reports and publish peer-reviewed papers.	E
	Self-motivated and hardworking	E
	Willingness to work flexibly in order to achieve project demands	E
	Willingness to travel to China	E

Job Profile

Person Specification

Requirements		Essential / Desirable
	Excellent presentation skills	E
	Excellent technical writing skills	D

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.