

**IOE, UCL’s FACULTY OF EDUCATION AND SOCIETY**

Candidate Information Pack – B16- Research Fellow/Research Assistant

**www.ucl.ac.uk/ioe**

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**About UCL**

Since 1826, we have championed independent thought by attracting and nurturing the world's best minds.

UCL is a diverse global community of world-class academics, students, industry links, external partners, and alumni. Our powerful collective of individuals and institutions work together to explore new possibilities.

Academic excellence:

* 30 Nobel laureates
* 11 academic faculties
* 43,800 students
* 14,300 employees
* 2nd in UK for research power (REF 2021)
* 440 undergraduate programmes
* 150+ nationalities represented by student body
* 675 postgraduate programmes

Across the globe:

* Our network of connections span across the globe:
* 300,000 alumni in 190 countries
* 53% international students
* 32% of our students studied abroad in 2017/18
* 37% international staff
* 150+ Erasmus+ partnerships
* Partnerships with institutions worldwide

## Founded in 1826 in the heart of London, UCL is London's leading multidisciplinary university.

## We are a diverse community with the freedom and courage to challenge, to question and to think differently.

Through a progressive approach to teaching and research, our world leading academics, curious students and outstanding staff continually pursue excellence, break boundaries and make an impact on real world problems.

[Learn more.](https://www.ucl.ac.uk/about)

**About IOE, UCL’s Faculty of Education and Society**

IOE is UCL’s Faculty of Education and Society. With more than 900 academic staff, 8,000 students, 190 research collaborations and cross-sector partnerships spanning five continents, our seven departments work across education, culture, psychology and social science to improve lives.

Founded in 1902, IOE has been shaping policy and helping government, organisations and individuals navigate a changing society for the last 120 years. We embrace collaboration and excellence to create a future that is inclusive and just, and have been ranked number one for education every year since 2014 in the QS World University Rankings by Subject.

In December 2014 we merged with UCL, putting us at the heart of a comprehensive, world-top-ten university with a shared legacy of innovation and academic excellence.

IOE is led by a Director, supported by three academic Pro-directors and a Director of Operations.

IOE comprises six academic departments:

* Social Research Institute (SRI)
* Learning and Leadership (DLL)
* Culture, Communication and Media (CCM)
* Curriculum, Pedagogy and Assessment (CPA)
* Psychology and Human Development (PHD)
* Education, Practice and Society (EPS)

The IOE is also host to the Centre for Languages and International Education.

**About the Social Research Institute**

The Social Research Institute – formerly the Department of Social Science – in the UCL Institute of Education is one of the leading centres for social research in the UK. It is home to seven internationally renowned research units:

* Centre for Longitudinal Studies
* Centre for Time Use Research
* CLOSER
* EPPI-Centre
* Quantitative Social Science
* Social Science Research Unit
* Thomas Coram Research Unit

 Our strategy is to exploit and promote our key characteristics:

* All of our centres are multidisciplinary, with staff drawn variously from sociology, social policy, demography, economics, psychology, anthropology and social statistics.
* We are working across centres/units to promote cross-methodological, problem-solving interdisciplinary research on particular themes where we have outstanding scholarship and critical mass, e.g. gender, families, work, inequalities, migration, bio-social interactions.
* We are tackling major social challenges, e.g. on how societies support family wellbeing, gender equality and economic prosperity.
* We have a central role in sociological studies at UCL, with staff working on empirically and theoretically rich research.
* Our work is increasingly transgressing the boundaries of academic social science, taking us into life sciences (health, social epidemiology, biosocial research), natural sciences (information science, environmental science) and the humanities (peacebuilding, creative arts).
* Our staff actively engage with public priorities in policy and practice (as seen in our many Impact Case Studies) and with networks for knowledge exchange.
* We are active in the collection and curation of data as a public resource and in the development of research methods as well as in substantive research.
* We have a globally central position in longitudinal research, time use research, and systematic reviews.

More than 180 academic, research, teaching, technical and professional service staff work in the department. In addition to the seven research centres, it is home to three undergraduate degrees, three masters programmes and a thriving doctoral community.

**About the Centre for Longitudinal Studies**

The [Centre for Longitudinal Studies](http://www.cls.ioe.ac.uk/) is multidisciplinary research centre, and is funded by ESRC as a Resource Centre which leads four of Britain's internationally renowned cohort studies:

* 1958 National Child Development Study (NCDS)
* 1970 British Cohort Study (BCS70)
* Next Steps (formerly the Longitudinal Study of Young People in England)
* Millennium Cohort Study (MCS)

The Centre has also recently been funded to test the feasibility of establishing a new UK birth cohort study, the Early Life Cohort Feasibility Study (funded by ESRC), and is collaborating on two further new longitudinal studies, the Children of the 2020s (funded by DfE) and the Covid Social Mobility study (COSMO) (funded by UKRI).

CLS has a wide set of collaborative links across UCL, UK and internationally, including a close collaboration with the MRC Unit for Lifelong Health and Ageing in the Faculty of Population Health Sciences in UCL, which leads the 1946 National Survey of Health and Development (NSHD), the oldest of the UK’s national birth cohort studies.

The cohort studies follow individuals throughout their lives. They involve multiple surveys, together with other specialised forms of data collection (for example physical measurements and biological samples), and linkages to administrative records. The information collected is broad, covering areas as diverse as education, employment, and income, family and parenting, physical and mental health, and social attitudes.

CLS delivers a strong interdisciplinary research programme based on the CLS cohorts, including programmes of research on survey methodology and statistical methods. Our academic staff specialise in applying advanced quantitative methods to the cohort data to produce high quality research and inform policy in areas such as mental and physical health, labour markets, families, inequalities and social mobility, education and child development, and ageing.

CLS is a truly multidisciplinary group, and staff have backgrounds in economics, sociology, psychology, epidemiology, demography, social statistics, mixed-methods research, survey methods and data collection, data management, and techniques of policy evaluation. CLS combines academic excellence in research and scientific direction of the studies alongside outstanding professional staff who deliver the studies, and communicate their findings. CLS also commits considerable resources to assisting the wider research community in using its longitudinal resources.

Our substantive and methodological research circulates in books, academic journals and in the CLS Working Paper series, as well as being widely disseminated through oral presentations and international conferences and workshops. Within the department CLS works very closely with colleagues in Quantitative Social Science in the delivery of undergraduate and postgraduate teaching and supervision, and through a joint seminar programme, and CLOSER (a consortium which brings together a wide community of the UK’s longitudinal and cohort studies to maximise their use, value and impact).

## Staff Benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with game changers in your field; it also provides competitive terms, conditions, and benefits.

Our benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.

* Annual leave

27 days of annual leave plus six closure days at Christmas and Easter (pro rata for part time staff) as well as statutory holidays.

* Work life balance

We facilitate flexible working such as flexitime, annualised hours, term-time working, shift working, staggered hours, job share/job splitting, part-time working, compressed hours, career breaks and planned remote working.

* Financial benefits

These include retail discounts, gym membership discounts, season ticket loans, tax-free cycle loans and more.

* Health and wellbeing

We offer a range of health and wellbeing benefits for all employees, covering fitness and lifestyle as well as mental and physical health.

* Professional development

People development is at the heart of everything we do at UCL. Colleagues have access to a comprehensive range of training programmes and development opportunities that are organised by our Organisational Development team.

* Staff networks and groups

There are many opportunities for people to network with colleagues in other departments and faculties, such as our Events Network, Equality Network and Conservation Society.

Find out more:

[www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits](http://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits)

**Our Commitment to Equality, Diversity and Inclusion**

As London’s Global University, we know diversity fosters creativity and innovation, and we want our community to represent the diversity of the world’s talent. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in UCL’s workforce.

These include people from Black, Asian and ethnic minority backgrounds; disabled people; LGBTQI+ people; and for our Grade 9 and 10 roles, women.

IOE holds an Athena SWAN Bronze award, in recognition of our commitment to advancing gender equality.

* EDI Networks

Our staff equalities networks are open to all staff. They are places where people with shared identities and backgrounds can connect with colleagues and make positive change across the university:

[www.ucl.ac.uk/equality-diversity-inclusion/staff-equalities-networks](http://www.ucl.ac.uk/equality-diversity-inclusion/staff-equalities-networks)

* Equality Areas

Information on various types of equality, including disability, race, gender, sexual orientation and religion, as well as the various charter marks UCL participates in.

[www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-support-students-staff-and-managers](http://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-support-students-staff-and-managers)

**How to Apply**

Before completing your application, ensure that you have read the job description and the person specification and have had a look at the IOE website: [www.ucl.ac.uk/ioe](http://www.ucl.ac.uk/ioe)

Your application form should address all the person specification points and should clearly demonstrate how your skills and experience meet each of the criteria.

**It is important that the criteria are clearly numbered and that you provide a response to each one.**

Your responses to all the selection criteria form an essential part of the selection process and a failure to provide this information will mean that the application will not be considered.

An answer to any of the criterial such as 'Please see attached CV' will not be considered acceptable.

Following the selection panel's shortlisting process, you will receive notification of the outcome of your application.

Please note that any offer of employment is conditional on your [right to work](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/guide-right-work-checks) in the UK.

For British passport holders, as part of our standard pre-employment check process, we will be submitting your details to Experian to complete the mandatory RTW checks. You will receive a text with instructions on how to proceed with this.

For non-UK passport holders, we will need to arrange a Teams phone call so we can check your share code certificate and status, prior to your start date.

**Application Process:**

[www.ucl.ac.uk/work-at-ucl/application-process](https://www.ucl.ac.uk/work-at-ucl/application-process)

**Job Description**

**Research Fellow/Research Assistant**

**Grade 7 (Research Fellow) or Grade 6/6b (Research Assistant) and 1 FTE**

**IOE, UCL’s Faculty of Education and Society**

**Social Research Institute**

**Location: Bloomsbury, London**

**Reports** **to: Matt Brown, Senior Survey Manager**

**Main purpose of the job**

The Centre for Longitudinal Studies at UCL wishes to appoint a talented and ambitious quantitative researcher as a Research Fellow to provide research input to the ESRC-funded project “Survey Data Collection Methods Collaboration: Securing the Future of Social Surveys”, to be known as *Survey Futures*.

*Survey Futures* is a collaboration between 11 universities and three survey organisations, in partnership with the National Centre for Research Methods (NCRM) and the Office for National Statistics (ONS). Its objective is to deliver a step-change in survey research to ensure that it will remain possible in the UK to carry out high-quality social surveys of the kinds required by the public and academic sectors. The Director of the collaboration is Professor Peter Lynn (ISER, University of Essex) and the Deputy Director is Dr. Olga Maslovskaya (University of Southampton).

*Survey Futures* aims to assess the quality implications of the most important survey design choices relevant to future UK social surveys, to provide good practice guidance and practical training materials, and to identify promising ways to improve the capacity and skillset of both interviewers and research professionals.

This post will contribute to two of nine Survey Futures research strands, on ‘Video Interviewing and on ‘Complex Measurement in Self-completion Surveys’ and to training and capacity building and other activities of the collaboration. The post requires an understanding of survey methods and statistics, and a commitment to rigorous evaluation and to effective dissemination.

You will contribute to outputs including publications in peer-reviewed journals and to dissemination via national and international conferences and other relevant events.

The role will involve close collaboration with other CLS researchers and those from other institutions involved in the Survey Futures collaboration.

The post is available until 30th June 2026 and will provide a fantastic opportunity for early career training.

Appointment at Grade 7 is dependent upon having been awarded a PhD.  Candidates in the final stages of completing a PhD will initially be appointed at Research Assistant Grade 6B with payment at Grade 7 being backdated to the date of final **submission** of the PhD thesis.  Candidates with no PhD who are not working towards submission of a PhD will be appointed at Research Assistant Grade 6.

**Duties and Responsibilities**

You will be expected to:

* Deliver high quality research in the area of survey data collection methods. You will analyse data from various surveys including the CLS cohort studies to address the research objectives of the ‘video-interviewing’ and ‘complex measurement in self-completion surveys’ research strands of the ‘Survey Futures’ collaboration.
* Disseminate findings by taking the lead in preparing good practice guides and publications for journals, presenting results at conferences, and/or exhibiting work at other appropriate events.
* Collaborate/work on research tasks with colleagues in other institutions which are part of the collaboration.
* Carry out administrative tasks associated with the specified research funding, for example, organisation of project meetings and documentation.
* Develop and maintain collaborative working relationships within CLS and work proactively with colleagues in other institutions which are part of the collaboration.
* Engage in additional methodological training as required.
* Carry out any other duties commensurate with the grade and purpose of the post.

In addition, the post holder will be expected:

To actively follow and promote UCL policies, including Equal Opportunities and Race Equality policies.

The staff member will have a responsibility to carry out their duties in a way that embodies UCL’s environmental and social sustainability values, actively supporting UCL’s [Sustainability Strategy](https://www.ucl.ac.uk/sustainable/sustainability-ucl/change-possible-strategy-sustainable-ucl-2019-2024), policies and objectives within the remit of their role.

To maintain an awareness and observation of fire and health and safety regulations.

To carry out any other duties commensurate with the grade and purpose of the post.

The successful candidate will need to meet UCL’s expectations of core behaviours as outlined in <https://www.ucl.ac.uk/human-resources/policies-advice/core-behaviours-framework>

As duties and responsibilities change the job description will be reviewed and amended in consultation with the post holder.

**February 2025**

**Person Specification**

| Criteria | | Assessment method  (Application/Interview) |
| --- | --- | --- |
| **Essential criteria for grade 7** | |  |
| 1 | PhD and experience in quantitative social sciences | Application/Interview |
| 2 | Experience of undertaking advanced quantitative analysis using large-scale complex survey data | Application/Interview |
| 3 | Able to understand complex problems and apply in-depth knowledge to address them | Application/Interview |
| 4 | Able to take lead role in writing up research results for publication in leading peer-viewed journals | Application/Interview |
| 5 | Able to take lead role in writing up high quality good practice guides in the field of survey methodology | Application/Interview |
| **Essential criteria for grade 6 and 7** | |  |
| 1 | Understanding and knowledge of Survey Methodology | Application/Interview |
| 2 | Experience of data management, statistical analysis and programming in Stata, R or similar software package | Application/Interview |
| 3 | Able to organise own research activities to deadline and quality standards | Application/Interview |
| 4 | Experience of undertaking quantitative analysis using large-scale complex survey data | Application/Interview |
| 5 | Able to identify problems and apply knowledge to address them | Application/Interview |
| 6 | Able to communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience | Application/Interview |
| 7 | Able to contribute to writing up research results for publication in leading peer-viewed journals | Application/Interview |
| 8 | Able to present research results at collaboration meetings and events and at national and international conferences | Application/Interview |
| 9 | Able to contribute to writing up high quality good practice guides in the field of survey methodology | Application/Interview |
| 10 | Work proactively with colleagues in other institutions which are part of the collaboration | Application/Interview |
| 11 | Commitment to UCL’s policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds | Application/Interview |
| **Desirable criteria for grade 7** | |  |
| 1 | Detailed knowledge of approaches to survey data collection and assessment of data quality | Application/Interview |
| **Desirable criteria for grade 6** | |  |
| 1 | Post-graduate degree or equivalent professional qualifications and experience in quantitative social sciences. For appointment at grade 6b, to be working towards a PhD | Application/Interview |
| 2 | Knowledge of approaches to survey data collection and assessment of data quality | Application/Interview |

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