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| Job Description |  |
| Research Assistant  |  |
| UCL Institute for Sustainable Resources | Grade 6B: £15.93 - £16.80 per hour (including London Weighting) according to knowledge and experienceAppointment: Hours to be arranged on an As and When basis with supervisor (1.0 FTE funding is available for 9 months) |
| Location:14 Upper Woburn Place, London WC1H 0NN | Deadline: 4th April 2018, 5.30pm |

#### Reports to:

**UCL Institute for Sustainable Resources**

Professor Michael Grubb, UCL Institute for Sustainable Resources

#### Context

Professor Grubb became a full-time Professor at UCL in Autumn 2017 and works across a range of topics related to energy and climate change, recently extending also to broader international environmental issues, and roles with universities in Korea and China. Further information on his research can be found on our website: <https://www.ucl.ac.uk/bartlett/sustainable/prof-michael-grubb>

#### Main purpose of the job

The role holder will provide a variety of research support tasks with Prof Michael Grubb, particularly concerning international research and engagement, including academic profile and communications as well as substantive research assistance.

#### Duties and responsibilities:

* Research Assistance for chapter of the Rockefeller Economic Council on Planetary Health, particularly relating to international regimes, trade and governance
* Coordinating research with Kyung-Hee university, Seoul, as required for likely project on low-carbon growth in Asia, develop associated expertise, liaise if and as appropriate with UCL Energy Institute on global modeling
* Feedback and support in preparing some powerpoint slides for varied presentations, and development of management system for slides
* Assistance with responding certain kinds of email queries particularly concerning access to research content or related information
* Monitor ResearchGate for such requests and ensure ResearchGate (and potentially Mendelay and RePeC) profiles maintained, and support with social media management
* Ensuring contacts database meets the new data law requirements and liaising with ISR on interface with the new ISR database system
* Assistance with funding applications, particularly those involving Asian issues or Asian funding sources
* Carry out any other duties as are within the scope, spirit and purpose of the job as requested

# Person specification

| Criteria | Essential or Desirable |
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| **Experience and knowledge** |  |
| Postgraduate degree in social sciences, economics or energy studies | Essential |
| Successful completion of quantitative research and/or qualitative research projects or dissertation in a relevant field | Essential |
| Knowledge of international energy issues (particularly in Asia) | Desirable |
| A second language to English  | Desirable |
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| **Skills and abilities** |  |
| Ability to research and extrapolate information using the internet and databases. | Essential |
| Good computing skills, including MS office packages and databases  | Essential |
| Good communication skills, both written and verbal | Essential |
| Excellent writing and editing skills, for use within a wide variety of copy types and purposes | Essential |
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| **Attributes** |  |
| Commitment to high quality research | Essential |
| The ability to work harmoniously with colleagues and students of all cultures and backgrounds | Essential |
| Commitment to UCL’s policy of equal opportunity | Essential |
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# Apply

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| To apply for this position:Expressions of interest should be sent (along with a copy of CV) to Michael Grubb (m.grubb@ucl.ac.uk) no later than 5:30pm on Wednesday 28th March 2018This role is advertised as casual work and applicants would need to prove they have the Right to Work in the UK.  |