

POST TITLE	RESEARCH ASSISTANT
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	Educational Psychology Service
RESPONSIBLE TO	Depute Principal Educational Psychologist
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

This new post is an exciting opportunity to build and embed the research and development function of the Educational Psychology Service. The purpose is to drive educational improvement and inclusion to improve outcomes for children, young people. The post holder will support Educational Psychologists, school staff and wider colleagues with the preparation, delivery and evaluation of interventions. This will be achieved by completing literature reviews, collecting qualitative and quantitative data, analysing data using statistical methods, presenting data in various ways that can be understood by others, writing reports and supporting the creation and delivery of presentations.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

With support from the Principal Educational Psychologist and Depute Principal Educational Psychologist and Educational Psychologists the Research Assistant will:

- Support the research and development work of the Educational Psychology Service and other colleagues in the Education Inclusion and Wellbeing Service.
- Support colleagues to prepare, deliver and evaluate interventions by completing literature reviews, collecting qualitative and quantitative data, analysing data using statistics, presenting data in various ways that can be understood by others, writing reports and supporting the creation and delivery of presentations.
- Communicate and develop relationships with others as appropriate e.g. school staff, local authority colleagues, children and young people, parents and carers and external organisations.
- Assist in the production of policies, guidance and information (leaflets, research summaries, service infographics) for officers of the local authority, school staff, parents, children and young people.
- Use IT and statistics packages to compile reports, analyse data and present research findings.
- Be responsible for the collection, maintenance, collation and analysis of data compliant with all professional and organisational requirements, as outlined below.
- Understand and comply with professional ethics and confidentiality requirements, including data protection and security.
- Use information technology, search engines and prescribed referencing and citation formats, (e.g. Google Scholar, APA-7 Referencing Guide), to assist in research activities.
- Devise and use appropriate improvement methodology and research methods which are capable of identifying change and improvement.
- Maintain accurate and detailed records of work to support recommendations and conclusions contained within reports and presentations.
- Provide written reports, papers and presentations as required.
- Undertake professional development required for the post, to develop competencies appropriate to the work of the Service, supported by regular supervision.

- Undertake any other duties appropriate to the level and nature of the post.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree level, the post-holder will have previous experience of undertaking and writing up research involving children and young people as participants. In addition, they will have knowledge and experience of research design, data analysis and the production of research reports.
- This role requires PVG clearance for regulated work with children. The City of Edinburgh Council will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.
- As part of the research work, engage directly with school staff, local authority colleagues, children and young people, parents and carers and external organisations in order to carry out needs analyses, gather data and disseminate findings.
- Ability to work independently and use initiative.
- Make decisions around the scope and content of research activities and conclusions in order to fulfil the research brief.
- Creativity and initiative in leading and driving the research role of the EPS and building capacity in the EPS.
- Some responsibility for decision making. Some decision making will be done in collaboration with the supervising Educational Psychologist. The post holder represents the EPS and the wider Inclusion and Wellbeing Service.
- Ability to communicate with a range of stakeholders including education professionals, academic professionals, parent/carers, children and young people.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Although the post may be exposed to some physical demands and adverse working conditions these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.
- This post requires excellent time management skills. The post-holder will be required to manage several tasks and deadlines simultaneously. There will be times when a change of focus of work is required at short notice. Most tasks will have hard deadlines to accommodate other pieces of work and colleagues.
- There is some autonomy over prioritising tasks and managing their time, prioritising and planning tasks to complete under the guidance of the supervising Educational Psychologist.
- The post holder needs to be able to work independently and with a high level of reflection and self evaluation in order to deliver excellent quality output.
- This post will involve hybrid working with a requirement to work in the office a minimum of two days per week.

SUPERVISION AND MANAGEMENT OF PEOPLE

This post carries no responsibility for staff supervision or management.

RESOURCES

The post will be responsible for a range of office equipment with the post-holder updating and maintaining data as part of their research work. Much of the data will be of a confidential nature.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and

- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).