

JOB DESCRIPTION

Vacancy reference:	SRF32859
Post Title:	Research Assistant
Grade:	Grade 5
School/Department:	Agriculture, Policy & Development
Reports to:	Dr Luke Bell
Responsible for:	N/A

Purpose

Wellcome Trust Nutrition Award Research Assistant: Applying food science to inform diet choices and improve health

Main duties and responsibilities

The role will be part of a prestigious 1-year Wellcome Trust Nutrition Award at the University of Reading School of Agriculture, Policy, & Development. The project aims to research the effects of staple crop cultivar choice on the nutritional quality and composition of infant weaning foods. The project is highly collaborative, and is partnered with Harvard University, University of Virginia, the Quadram Institute, and the University of Aberdeen Rowett Institute. It will be the responsibility of the successful applicant to arrange a virtual sandpit event with collaborators and stakeholders across the world. It offers the opportunity to work with some of the foremost researchers in food and nutritional science.

The applicant will be responsible for project organisation, administration, and dissemination of results. Roles and responsibilities will include:

Communication with project members

The applicant will be expected to communicate and liaise closely with the collaborating scientists and organisations. This will include giving regular updates on project progress via email, as well as organising regular Skype conference calls. The applicant will be an important facilitator and point of contact for all involved with the project, and will be responsible for sharing and relaying experimental research data.

Organise an online sandpit event between project collaborators and external researchers

The research assistant will be required to prepare an online programme of presentations and discussions for virtual attendees. During the sandpit, the research assistant will manage the programme through Microsoft Teams, and ensure that delegate's requirements are met. They will also be responsible for recording the live sessions and producing a summary report for attendees. This will play a key part in forming the follow on funding for the project.

Supervision received

Detailed supervision and guidance will be provided by Dr. Luke Bell (Lecturer in Temperate Horticulture)

Supervision given

N/A

Contact

The applicant will be in regular contact with individuals based at the Wellcome Trust, as well as collaborators at Harvard University, the University of Virginia, the Quadram Institute, and the University of Aberdeen Rowett Institute. Within the University of Reading, the applicant will liaise with staff members within the School of Agriculture, Policy & Development, as well as with individuals in Food & Nutritional Science.

Terms and conditions

The applicant will be expected to work 15 hours per week, though the exact day-to-day timings are flexible.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Research assistant	Agriculture, Policy & Development

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent communication skills • Excellent organisational skills • Ability to work independently • Manage time effectively 	<ul style="list-style-type: none"> • Demonstrate adaptability and resourcefulness • Experience working in either the fields of nutritional science or food processing & technology
Attainment	<ul style="list-style-type: none"> • Bachelors/Honours degree at 2:1 or higher in a relevant subject area e.g. Nutrition, Food Processing, Food Technology, Agricultural Science or similar 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of teleconferencing and organising online meetings 	<ul style="list-style-type: none"> • Basic human nutrition
Relevant Experience	<ul style="list-style-type: none"> • Have experience organising meetings, seminars, and/or conferences 	<ul style="list-style-type: none"> • Have experience working within the food/nutrition industry
Disposition	<ul style="list-style-type: none"> • Enthusiastic • Organised • Collegiate • Punctual 	

Completed by: Dr Luke Bell	Date: 01.06.2020
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