# UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Administration and Research Officer: Inclusive Public Space Project, School of Law

# Research Project Support Officer (Swahili, Kenya): Inclusive Public Space Project

## Faculty of Social Sciences, School of Law

**Do you have a proactive and enthusiastic approach to your work?  Have you got strong communication, administrative and organisational skills?  Are you fluent in written and spoken English and in Swahili (as spoken in Kenya)? Do you have experience of qualitative research and an interest in research on accessibility and inclusion, particularly for disabled and older people?**

We are looking to recruit an enthusiastic individual with excellent administrative, interpersonal and organisational skills, fluent in Swahili (Kenya) and English, to provide research support with extensive qualitative research being carried out in Kenya for the Inclusive Public Space Project.

You will demonstrate a high degree of personal responsibility and initiative in all areas of the role as well as an ability to work to deadlines.  You will be fully competent using Microsoft Office, Excel documents and internet based platforms, and be fluent in Swahili and English. You will be able to work to a high degree of precision and to handle sensitive research data with care and in accordance with our data management plan. You will establish positive working relationships with a wide range of people, including disabled and older people taking part in the research.

You will have the experience or potential (with training) to carry out semi-structured interviews and small group discussions online or by phone. You will have suitable equipment for carrying out the role (including a computer and a mobile phone), a means of audio-recording phone and online conversations (including through using software such as Audacity), and good internet connections for uploading audio-recordings onto a OneDrive folder and keeping in contact with team members and participants.

You  will work on a prestigious European Research Council (Advanced Grant) project – 'Inclusive Public Space: Law, Universality and Difference in the Accessibility of Streets'. https://IPS-project.leeds.ac.uk

You will work closely with members of the vibrant multidisciplinary and multinational Inclusive Public Space research team based in the UK and Kenya.

The role is available for three months on a 50% basis, or for an equivalent total amount of time over four months. It will start between mid-April and mid-May 2021. Some flexibility in working hours will be required in order to accommodate participants' availability – including in evenings and at weekends.

## What does the role entail?

As Research Project Support Officer (Swahili, Kenya) for the Inclusive Public Space project, your main duties will include:

* Contributing to team efforts to recruit research participants in two cities in Kenya, including by answering emails and speaking online or by phone to people interested in taking part.
* Keeping accurate records and shared files in accordance with established protocols.
* Carrying out phone and online interviews in accordance with training and guidance provided by other members of the team.
* Processing research data files in accordance with the project's ethics and data management plan.
* Anonymising transcripts of interviews and group discussions.
* Supporting other members of the team to co-ordinate diaries and make arrangements for interviews and group discussions.
* Working effectively and proactively to ensure disability-related adjustments are made and that all potential research participants feel included and valued.
* Planning, prioritising and making decisions about your own work ensuring tasks are completed on time to the required standard.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

# What will you bring to the role?

As Research Project Support Officer (Swahili), you will have:

- A university degree or equivalent relevant experience.

- Excellent written and verbal skills in English and in Swahili (as spoken in Kenya) with a high level of interpersonal and intercultural skills.

- Evidence of accuracy and attention to detail.

- Computer literacy skills, with experience of using MS packages (including Outlook, Word and Excel), familiarity with online platforms (such as Zoom and MS teams) and an ability to access shared OneDrive folders.

- An ability to work well as part of a team and independently.

- Evidence of good communication and interpersonal skills in a work environment

- A commitment to, and familiarity with, principles of equality, practical accessibility and inclusion.

- Evidence of excellent organisational skills with the ability to prioritise jobs/workload and work under pressure in order to meet deadlines

- An ability to be flexible, adaptable and to show initiative.

- Experience of carrying out interviews or facilitating group discussions.

You may also have:

- Experience of working in a research or Higher Education environment

- Training in qualitative research methods.

- Experience of working with disabled or older people.

# How to apply

You can apply for this role by submitting your CV and a brief supporting statement (responding to the job description above) and contact details for two academic or employment referees to lawmso@leeds.ac.uk. Please include 'application for IPS Kenya job' in the subject line. Applications should be submitted by **23.59** (UK time) on **5 February 2021**.

## Contact information

To explore the post further or for any queries you may have, please contact:

Anna Lawson, Professor of Law

Email: a.m.m.lawson@leeds.ac.uk

and include 'Research and Support Officer (Swahili) role' in your subject-line.

## Additional information

You will be responsible to the PI of the project – Professor Anna Lawson.

You will be paid after submitting time sheets and other relevant evidence of work done. You will be paid a total of £4,000 – this is inclusive of any taxes or other charges payable.

Find out more about our School of Law and Faculty.

## Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

## Criminal record information

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.