



University of the  
Highlands and Islands  
Perth College

Centre for  
Mountain Studies



## **Research Assistant/Conference Support Two Years Full-time/ Fixed Term from April 2015 Salary: £22,724 - £25,695**

The [Centre for Mountain Studies](#) and the UNESCO Chair in Sustainable Mountain Development are based in Perth, at Perth College UHI, an academic partner in Scotland's newest University, the University of the Highlands and Islands. The advertised post is to fill a key need in the team working at the Centre, working on all aspects of project development and delivery, including the organisation and delivery of a major international conference in October 2015. Excellent communication skills and a strong interest in knowledge exchange are important.

Please see [www.perth.uhi.ac.uk/mountainstudies](http://www.perth.uhi.ac.uk/mountainstudies) for more detail about the CMS and the conference.

To submit your application for this post, please go to <https://perthcollegestaff.ciphrr.com/Jobsearchresult.aspx>, click on 'Apply' and complete the on-screen form; alternatively, a recruitment pack can be requested by telephoning +44 (0)1738 877444 (answering machine).

**Closing date:** Wednesday 18 February 2015 at 12 noon

This post undertakes regulated work with children and a Protecting Vulnerable Groups (PVG) Scheme check is required. A check will be made against the list of those barred from working with children.

We are positive about disabled people and guarantee to interview all disabled applicants who meet the minimum criteria for this vacancy.

## JOB DESCRIPTION

<b>JOB TITLE</b>	Research Assistant/Conference Support
<b>CURRICULUM AREA</b>	Centre for Mountain Studies
<b>LOCATION</b>	Perth College UHI
<b>RESPONSIBLE TO</b>	Director, Centre for Mountain Studies
<b>SALARY</b>	£22,724 to £25,695
<b>HOURS OF WORK</b>	36.25 per week

### **Purpose of Post**

To work on all aspects of project development and implementation, and contribute to a successful international conference in October 2015.

### **Key Activities**

The postholder will be expected to:

- Assist in the planning and implementation of an international conference in October 2015, including registration, liaison with delegates, conference events, and collating, editing and summarising abstracts
- Identify research and consulting project opportunities
- Develop research project concepts
- Liaise with potential funders of research and consultancies
- Prepare project proposals
- Implement all phases of research and consulting projects
- Write reports
- Update and maintain websites

This job description does not present an exhaustive list of duties and the post holder is required to undertake other activities as reasonably instructed commensurate with the role and level of responsibility in fulfilment of the purpose of the post.

### **Reporting Structure**

The post holder reports to the Director, Centre for Mountain Studies.

### **Terms and Conditions**

This post is governed by support staff terms and conditions, which are subject to collective bargaining processes.

### **Equality and Diversity**

The post holder is expected to be familiar with and to comply with the terms of the College's Equal Opportunities Strategy and associated schemes.

### **Health and Safety**

The post holder is expected to be familiar with and to comply with the terms of the College's policies and procedures ensuring the health, safety and well-being of staff, students and visitors.

There are no identified specific health and safety risks or training needs associated with this post.

### **Protecting Vulnerable Groups/Disclosure Check**

This post undertakes regulated work with children and a Protecting Vulnerable Groups (PVG) Scheme check is required. A check will be made against the list of those barred from working with children.

Perth College UHI expects that all staff recruited to the college will demonstrate the following personal attributes and values:

- High level of commitment to improving people's lives through learning.
- Outstanding levels of professional competence.
- High levels of personal integrity and respect for others.
- Ability to work well as part of a team.
- Ability to show initiative.
- Positive and proactive in responding to the needs of the College, students and other staff.
- A strong commitment to promoting equality and excellence in all we do.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Evaluation Method
<b>Experience</b>	Experience of research and/or knowledge exchange.	Work experience with relevant organisations. Writing proposals and reports. Organising conferences or other meetings.	Application form and interview.
<b>Qualifications and Training</b>	MSc in environmental policy/management/science or similar.	First degree in natural sciences/ geography.	Application form and interview.
<b>Knowledge</b>	Good knowledge of concepts and issues in sustainable development.	Knowledge of: - relevant organisations - sources of research and consulting opportunities - sustainable mountain development	Application form and interview.
<b>Skills and Abilities</b>	Good communication skills. A strong interest in knowledge exchange. Ability to: - be proactive and work autonomously - work as part of a project team - plan and meet deadlines Operate standard work processing, spreadsheet, internet and email programmes	Website authoring and management skills. Database development and management.	Application form and interview.
<b>Other Requirements</b>	A willingness to travel in the UK and internationally.	Interest in mountain environment and people. Full driving license.	Application form and interview.