# **Job Description** – Research Assistant

### Dynamics of Place-Based Innovation: What is the Role of Business Support in Helping First Time Rural SME Innovators Overcoming Innovation Barriers in Scotland?

Principal investigator: [Dr Inge Hill](https://research.open.ac.uk/people/ih747), [inge.hill@open.ac.uk](mailto:inge.hill@open.ac.uk)

**About the Role**

The project aims to inform policy makers on how to support first-time innovators in rural areas and design and develop business support innovations.

The Research Assistant role is an 9 months part-time post, at 0.25 FTE, 9.25 hours per week, working on a high profile research project, funded by the Innovation Research Caucus (which is funded by the UKRI). The project investigates innovation activities of rural businesses in Scotland.

The role holder will be part of the research team for the IRC research project, led by Dr Inge Hill, and will report to the principal investigator Dr Hill. The role provides many opportunities for career and skills development, including possibly co-writing a research blog and writing a blog for the OU Rural Economy Research cluster website.

This is an exciting opportunity for either a Master’s student (or PhD student) with some research experience or an undergraduate student in year three with work experience in research management and administration.

**Key Responsibilities**

The job holder’s key responsibilities include (but are not limited to)(online only):

* Supporting the PI in project administration and management, including note taking in some meetings, preparing meetings
* Desk research (using the OU library or other sources)
* Assist with survey management using Qualtrics
* Communication with team members and stakeholders using a variety of online tools
* Establishing and managing databases for the project
* Support for event organisation
* Supporting analysis of anonymised interview transcripts using appropriate software and managing interview transcripts to become analysis-ready

**Skills and Experience**

**Essential:**

* Proven ability to write concisely in a professional manner
* Evidence of research skills for desk research
* Excellent communication skills
* An ability to work independently under guidance
* A commitment to excellence in written communication in email and professional documents
* Demonstrable knowledge of and experience in online collaboration tools, in particular Teams and Microsoft Office software
* A record of research or knowledge exchange that is commensurate to the position as research assistant
* Professional manner in interaction with stakeholders
* Reliability in delivering on agreed deadlines
* Diligence in conducting research and analysing information
* Evidence of an ability to produce work to agreed quality and within tight deadlines

**Desirable:**

* Experience in writing for business purposes – professional blogs, research blogs and reports
* Experience in conducting survey research
* Knowledge of rural businesses and/or the rural economy
* Understanding of business innovation or business support

If you would like to discuss the particulars of this role please contact [Dr Inge Hill](https://research.open.ac.uk/people/ih747) by email on [inge.hill@open.ac.uk](mailto:inge.hill@open.ac.uk).

## About the Unit

**Open University Business School**

The Open University Business School is triple accredited (AACSB, AMBA and EQUIS). Our internationally-recognised teaching and learning methods take education right to the heart of leadership and management practice. Tutors are experienced business professionals, and because our distance learning approach allows managers to continue at work while studying, you can apply new knowledge and skills right from the start. Over 100,000 people from more than 125 countries have already studied with The Open University Business School. [About The Open University Business School (OUBS) | The Open University Business School](https://business-school.open.ac.uk/about)

[**The Rural Economy Research cluster**](https://business-school.open.ac.uk/research/activity/rural-economy-cluster)

The Rural Economy Cluster (REC) aims to develop a community of Open University researchers in the Faculty of Business and Law and beyond to investigate rural livelihoods, regional/local development, policy, and related topics. We seek to address the perception that, until recently, the rural economy across Europe has been largely overlooked by academic research and public policy. (<https://business-school.open.ac.uk/research/activity/rural-economy-cluster>)

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