



## Kickstart Job Advert Information

<b>Job Title</b>	<b>Research Assistant</b>
<b>Company name and postcode</b>	Practice Solutions, Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf, CF45 4SN
<b>Job Summary</b>	<ul style="list-style-type: none"> <li>• Assist with and coordinate research and data capture</li> <li>• To contribute and support research publications and presentations as required.</li> <li>• To support the Policy Lead to maintain and update area of specialist knowledge, researching and critically appraising relevant literature within the area.</li> <li>• Assist with analysing data and interpreting findings in a neutral and unbiased manner.</li> <li>• Collection and collation of data using Microsoft Office and similar software (e.g. Excel).</li> <li>• Support the Policy Lead undertake some literature reviews, policy critique and document analysis.</li> <li>• Provide support in setting up various meetings / events to undertake primary data collection (e.g. interviews, questionnaires, focus groups)</li> <li>• Assist with data analysis and project administration.</li> </ul>
<b>Essential skills, experience and qualifications</b>	<ul style="list-style-type: none"> <li>• You may have achieved some GCSEs, if not then what is important to us is a positive “can do” attitude and willingness to try new types of work</li> <li>• Interested in researching information online</li> <li>• Ability to analyse information and summarise</li> <li>• Good organisational and team-working skills</li> <li>• Good social media awareness</li> <li>• Good communication skills</li> <li>• You will have good customer service skills</li> <li>• You will need to be confident in using Microsoft packages eg Word, Excel, Powerpoint</li> <li>• Be familiar with working in an online office environment, for example Microsoft Teams/Zoom</li> </ul>
<b>Number of hours per week</b>	25 hours
<b>Working patterns and contracted hours</b>	Flexible – to be agreed with the successful applicant
<b>Hourly rate of pay</b>	National Minimum Wage
<b>Job location, address &amp; postcode</b>	Our office is based at Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf. However, due to COVID, we are all currently working from home for the foreseeable future with occasional visits to the office for certain work.



<b>If site based, is public transport available?</b>	Yes
<b>Anticipated start date</b>	ASAP