

### **Job Description**

Job Title:	Temporary Research Assistant
Job Purpose:	To assist in undertaking a range of research and administrative tasks
Pay Scale:	SCP Scale 4 - £16,137 to £17,985 (pro-rata)
Contract Term:	Temporary
Working Hours:	Negotiable

### **Main duties**

1. Supporting a range of consultancy and research projects
2. Preparing, printing and collating survey documents
3. Telephone and field research
4. Undertaking face-to-face interviews with, for example, parents and carers
5. Reporting and analysis of research findings
6. Preparing and printing documentation
7. Dealing with clients and potential clients
8. Other related administrative tasks

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Ability to work on own initiative	✓	
Ability to be able to communicate effectively at a range of levels	✓	
Excellent IT skills including Word and Excel	✓	
Knowledge of data handling and Access databases		✓
A flexible working approach		✓
A knowledge of the early years, childcare and children's services sector		✓
Car owner and driver	✓	
Ability to communicate effectively in both Welsh and English		✓