



Job Description

<i>Job Title:</i>	Research Assistant in international human rights law International Human Rights Beyond Borders Project Funded by the European Research Council
<i>Grade:</i>	6B
<i>Salary:</i>	£30,316 – £31,967 per annum, inclusive of London Allowance (pro-rata for part-time appointment)
<i>Hours</i>	Full-time (36.5 hours per week) The recruitment panel is also willing to consider candidates who may wish to be employed on a part-time basis, or as part of a job share.
<i>Available</i>	Immediately, until 31st August 2018
<i>Responsible to:</i>	Vice-Dean (Staffing) Professor Alison Diduck

UCL Taking Action for Equality

UCL is proud of its radical history with respect to equality and diversity. Fostering a diverse learning and working environment that cultivates authenticity and inclusion is crucial to innovation and therefore the university's success. The university proactively strives to maintain its pioneer status on diversity.

The Faculty of Laws, UCL

Since 1826, the Faculty of Laws at UCL has thrived on the great traditions of legal education. It is one of the world's leading law schools. The Faculty's world-class academic reputation was confirmed by its ranking in the UK government 2008 Research Assessment Exercise (RAE). It is also rated in the highest category in the UK for higher education teaching excellence. Our world class research not only enhances the quality of our teaching and research supervision, but contributes to the solution of global challenges while shaping policy and the practice of law.

UCL Laws has a student body comprising over 550 undergraduate, 400 taught graduate students and 70 research students. The Faculty has some 60 academic staff, many visiting professors, and distinguished judicial and other visiting academic staff. It provides some of the finest, research-led Laws learning in the world.

International Human Rights Beyond Borders Project

The Human Rights Beyond Borders project aims to provide a detailed, comprehensive, independent and authoritative explanation and critical appraisal of the extraterritorial application of international human rights law, covering both civil and political rights and economic social and cultural rights, including the right to development.

The project involves the work of the P.I., Dr Wilde, full-time until September 2018, engaged in research and writing for the production of publications authored by him. The Research Assistant will support Dr Wilde in this work.

The Role and its Responsibilities

The Research Assistant will provide secondary research assistance to the P.I., as well as support for certain aspects of project management.

The work undertaken by the Research Assistant will include the following:

1. Sifting through and reading source materials; identifying suggested areas of significance to the project and providing memos explaining this.
2. Compiling and maintaining the repository of sources, bibliography and contacts list.
3. Compiling from the bibliography specific sources lists relating to the discrete elements of the project.
4. Communicating with contacts to obtain feedback on ideas and drafts, and assistance in identifying and obtaining relevant sources.
5. Typing text from source materials to be quoted in the body of the work.
6. Formatting and checking citations.
7. Proof reading research outputs.
8. Dealing with the practicalities of publishing the outputs and conference attendance.
9. Liaising with internal and external colleagues and organizations on behalf of the P.I.
10. Other duties as are within the scope, spirit and purpose of the project as requested by the P.I.

In addition

11. The postholder will be expected to actively follow UCL policies including Equal Opportunities policies.
12. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
13. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the postholder.

Selection Criteria

Please note that as this post does not meet the UK Resident Labour Market Test, only candidates who already have the right to work in the UK can be considered.

Candidates should use their application to demonstrate how they meet the essential criteria as outlined below, and should also upload a current CV in support of their application.

Essential

1. Demonstrable experience of legal research.
2. High proficiency in the use of IT such as word-processing, spreadsheets, email and the internet.
3. Excellent writing and presentation skills.
4. Ability to analyse and explain complex legal materials in a simplified format.
5. Ability to work as a member of a team.
6. Ability to work under pressure and meet tight deadlines.
7. Excellent organisational and time management skills.
8. Initiative and self-motivation.
9. Proven experience of independent research work.
10. A good degree (2:1/Merit or above) in law or a relevant subject at undergraduate level. This should have included coverage of international law and/or international human rights law. A postgraduate taught degree, and doctoral degree, will be an advantage.

The Appointment

The position is full-time and is available immediately, until 31 August 2018. The recruitment panel is also willing to consider candidates who may wish to be employed on a part-time basis, or as part of a job share.

Salary, dependent on qualifications and experience, will start at £30,316 per annum inclusive of London Allowance.

The post-holder would be eligible to join the recommended occupational pension scheme for Universities, the Universities' Superannuation Scheme (USS).

The leave allowance is 27 working days' annual leave per annum, provided pro rata based on the duration of the appointment, plus Statutory Bank Holidays and local discretionary holidays.

How to apply

Applications should be submitted online. Instructions for how to access the online recruitment system can be found on the UCL Laws Vacancies page here:

<http://www.ucl.ac.uk/laws/jobs/>

Please note that the online application system provides the opportunity, as optional, for you to upload a CV. For this position the provision of a CV as part of the application is mandatory.

Closing Date: 23.59 26th November 2017
Interview Date: 4th December 2017