

**Research Assistant (0.8FTE)
Glasgow Urban Laboratory
Mackintosh School of Architecture**

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading higher education institutions for creative education and research organised into five schools - the School of Design, the School of Fine Art, the Mackintosh School of Architecture, the School of Simulation and Visualisation and the Innovation School. The School has over 350 full and part-time staff and has an annual turnover in excess of £17 million. Over 84% of academic staff are research active.

The Glasgow Urban Laboratory (GUL) is a research unit based in the Mackintosh School of Architecture. GUL has established partnerships with the City of Glasgow and with the United Nations Economic Commission for Europe. The purpose of GUL is to practice, research and teach all aspects on urbanism in the 21st century.

The Academy of Urbanism

The Academy of Urbanism (AoU) is a politically independent, not-for-profit organisation that brings together the current and next generation of urban leaders, thinkers and practitioners. Are members are individuals, groups, companies and municipalities who embrace urban management and policy-making, academic research and teaching, development planning and design, community leadership and urban change-making, arts and cultural development, infrastructure and engineering, property law and management, politics and media.

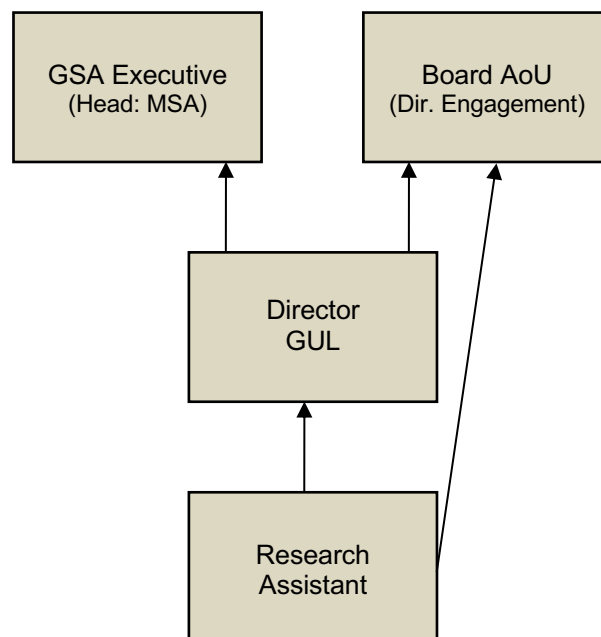
Vision: To understand, promote and celebrate what makes great places and to apply these lessons to the improvement of towns and cities by supporting the people and organisations that create and sustain them.

The core activities of the Academy are our awards scheme, publications, events and conferences, training and place partnering. Through these programmes we draw out and disseminate examples and lessons of good urbanism using the evidence gathered to promote better understanding of how the development and management of the urban realm can provide a better quality of living for all.

The Role

Job Title	Research Assistant (0.8 FTE)
Location	Mackintosh School of Architecture
Reports to	Director Glasgow Urban Laboratory
Purpose	To undertake research networking in urbanism in pursuit of the Memorandum of Agreement between the Academy of Urbanism and the Glasgow Urban Laboratory at the Glasgow School of Art

Organisational Chart



Principal Accountabilities

The Research Assistant is accountable directly to Professor Brian Evans, Director GUL in all matters that relate to the content of the work and the use of resources, for which the Director is ultimately responsible to the AoU. The Research Assistant will also be accountable to the Board of the AoU contributing regular reports as directed. The Research Assistant's key tasks are as follows.

- To develop and contribute to the AoU's Regions and Nations Network
- To advance the principles of the AoU in Scotland
- To organise events
- To work closely with key AoU staff
- To liaise with external bodies
- To undertake research under the direction of the Director GUL
- To prepare quarterly reports on activities

Key Challenges

The Research Assistant's most important challenge is to make a significant contribution to the success of aspirations of collaboration set out in the MoU between the AoU and GSA. The Research Assistant will have to:

- Be able to organise, work and travel efficiently throughout Scotland and the UK;
- Prioritise tasks;
- Work within tight constraints of time and budget;
- Contribute to the timely production of the AoU Board papers and reports;
- Contribute to the timely production of the GUL research outputs for an agreed programme of works;
- Make a substantial contribution to impact on building strong relationships with AoU / GSA partners.

Relationships

Internal Contacts:

- Director GUL
- Senior Research Manager, Research & Enterprise Office, GSA
- Head of the Mackintosh School of Architecture
- Finance Manager
- Research Administrator

External Contacts:

- AoU Board nominated representative
- AoU Director of Engagement and staff
- AoU Academicians, Young Urbanists and Members
- Partner organisations including the RTPI, the RIAS, the LI, RICS, SCDI, and others as directed.

Background Experience / Qualifications

The following are considered **essential**:

- At least an undergraduate degree in a discipline related to urbanism
- Knowledge of urbanism practice and research in the UK
- Experience of planning and managing events including professional network events
- Experience of engaging a network of people

The following are considered **desirable**:

- A masters degree in a relevant discipline
- Experience of presenting to a range of audiences
- Experience of managing budgets.

Person Specification

The Research Assistant will need to be in contact continually with AoU (Academicians and Members), different organisations, and will have to manage a high workload with strict constraints on time and budget. Candidates for the post will therefore ideally possess the following qualities.

- An ability to manage a workload consisting of many varied tasks.
- The ability to work to strict deadlines.
- An effective approach to planning and organising events.
- Good basic accounting skills to keep track of spending on a budget.
- Initiative and independence in carrying out a plan of work with minimum supervision.
- Excellent communication skills in person, on the telephone and by email and letter.
- A high level of tact, politeness and respect in dealing sensitively with people and institutions.
- Visual and architectural sensibility, since some of the work involves selecting and producing images.
- Attention to detail.
- An ability to write well for a variety of purposes, including subject matter in cities, planning, architecture, marketing copy and event summaries.
- Ability to build relationships and identify synergies across those within AoU networks.
- Ability to contribute to growth of the AoU and Networks through activities and membership and as directed.

Terms and Conditions

Contract: **Two years**

Probationary Period: 3 months

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description.

Salary: Grade 5: £27,025 – £31,302 per annum

Hours: 28 hours per week (0.8 FTE)

Holidays: 30 days plus 11 statutory holidays pro rata

Notice Period: 1 month