

Academic Registry/Doctoral College

Job Description: Vacation Internship

Job Grade: Administrative Services Grade 3

Working hours: 37 hours per week

Dates: Fixed term internship for 10 weeks, starting on or after 20/06/2024.
All internships must be completed by 27/09/2024.

Job Purpose:

Funded by the Engineering and Physical Sciences Research Council (EPSRC), this post will assist Loughborough University in conducting research projects, whilst providing undergraduate students with the opportunity to gain practical research experience.

Job Duties:

- To undertake a research project as defined by the designated research supervisor.
- To work as a committed member of the project and university team.
- To present progress and results to the supervisor/research group (where appropriate)
- To assist in the dissemination of results arising out of the project.
- To prepare a final written report suitable for submission to the Doctoral College and EPSRC
- To maintain confidentiality where appropriate and to ensure that intellectual property (IP) agreements are met.
- To work effectively with relevant administrative, technical and academic staff in the school and across the University.
- To engage in training programmes in the University (e.g. through Staff Development) and elsewhere as required.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points to note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The postholder must be in the middle years of their current Undergraduate programme. UG finalists and Masters students are not eligible.

Please note that the postholders details* and project details will be submitted to the project sponsor (EPSRC).

*Name, Nationality and Project details, and where disclosed, Gender and Ethnicity.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility: The post holder reports to the Project Supervisor who will set daily/weekly tasks and oversee the growth of the internship.

Condition of Service

The appointment will be 37 hours per a week fixed term for 10 weeks, starting on or after 20/06/23 to 27/09/24. The salary will be within Administrative Services, Grade 3, sp7 £22,011 pa.

The appointment will be subject to the University's normal Terms and Conditions of Employment for **Operational and Administrative** staff, details of which can be found at: <http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html> .

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Person Specification

Your application will be reviewed against the essential criteria listed below. Stages of assessment are as follows:

1 - Application

2 – Interview

Essential Criteria

Area	Criteria	Stage
Skills and Abilities	Strong written and oral communication skills	1,2
	Self-motivated with strong organisational skills and ability to meet deadlines	1,2
	Interest in pursuing a research or academic career	1,2
	Strong interest in the proposed research area	1,2
	Ability to critically assess and analyse research findings	2
	Ability to develop and maintain professional relationships with a range of people, including working as part of a team	2
	Aptitude for problem solving and creativity	2
	Ability to work independently and to develop into an independent researcher	2
	An awareness of conducting research ethically, and the ability to maintain academic integrity	2
	Aptitude for developing the skills to write project reports and make presentations to academic research groups	2
	Aptitude for developing knowledge of relevant Health & Safety issues	2
Training	A willingness to engage in personal and professional development	2
Qualifications	Registered on a relevant UG degree	1
	On target to achieve a 2.1 UG degree in June 2025	1,2

Informal Enquiries

Informal enquiries should be made to Mr Berkeley Young, Doctoral Research Administrator, by email at abce.pgr@mailbox.lboro.ac.uk or by telephone on 01509 222611.

Applications

The closing date for receipt of applications is **22 May 2024**.

Interviews will be held on tbc.