

## Human Resource and Talent Management Section



**University of Seychelles**

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**Campus:** Anse Royale and Mont Fleuri

<b>FACULTY</b>	
<b>Post title:</b>	<b>Senior Research Officer</b>
<b>Reports to:</b>	DIRECTOR OF RESEARCH INSTITUTE (BERI)
<b>Academic qualification:</b>	Master's degree with minimum 5 years relevant work experience
<b>Professional Knowledge and Experience:</b>	<ul style="list-style-type: none"> <li>• Must have demonstrable experience with both qualitative and quantitative research methods</li> <li>• Research experience should be in an appropriate academic discipline with an emphasis on quality, program productivity and evaluation of institutional programs and initiatives.</li> <li>• Management experience in an academic environment</li> </ul>
<b>Additional Criteria (Skills &amp; Abilities):</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in designing and conducting research /evaluation projects</li> <li>• Demonstrated ability to solve complex problems and integrate knowledge from a range of sources and then synthesise information to develop an understanding of relevant theoretical and empirical concepts and fields of research.</li> <li>• Highly developed interpersonal and communication skills, both written and verbal, especially in areas such as report writing, journal publications, conference presentations, and in the ability to translate theoretical, technical, and statistical concepts into user friendly reports.</li> <li>• A strong analytical skill set.</li> <li>• Demonstrable knowledge of financial modelling and trend analysis.</li> <li>• Effective management and organizational skills.</li> <li>• The ability to work independently, attend to multiple projects simultaneously and meets deadlines.</li> <li>• Experience in the use of microcomputers, spreadsheets, and data base</li> <li>• Strong oral and written communication skills</li> <li>• Excellent interpersonal skills</li> </ul>

## **Job Purpose**

The post holder works within the Research Institute as a team member providing professional expertise and skills in research methodology, research design, data collection, data analysis, and the interpretation and presentation of research and evaluation results, to assist the Research Institute achieve the Institute's Research strategic goals. The Senior Research Officer also has the opportunity to take a significant lead in the development, management and reporting of UniSey approved research projects as agreed with/by the Director – Research.

In consultation with the Director, the Senior Research Officer will set priorities and determine the need for special studies and analysis. S/he will work independently to design and conduct specific research and produce data and reports as required and where appropriate.

<b>Main Duties and Responsibilities</b>
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1. Supervises research projects and ensures these are in line with the University research standards
2. Assumes accountability for the research budget allocations.
3. Provides hands-on processing of data analysis, interpretation of analysis, and preparation of reports for both internal and external use and distribution.
4. Interprets and translates data into usable information for the university community and the general public.
5. Provides information and analytic support for the University's administrative decision-makers when required.
6. Providing reliable, relevant, and quality data and information to facilitate planning, budgeting, accountability, program evaluation, and development of policy decisions.
7. Provides critically important reporting, assessment, benchmarking, planning and public information services to support and respond to the needs of the university.
8. Contributes to the promotion of effective data and information flow between the schools/faculties, the executive offices and partnering with other offices, faculty and staff to enhance University-wide data collection.
9. Identifies potential customers and partners and communicating their needs to product and service developers.
10. Engages actively in academic/applied research projects.
11. Leads and conducts research projects on new themes and research products.
12. Writes proposals for research or project grants and liaises with external funding organisations.
13. Advises management on the impact of research matters in the areas of business process, policy and training.
14. Assists in the management of the production aspect of the research reports and the university's journal, liaising with the Marketing Section to ensure high quality standards of production is met.
15. Responsible for maintaining and developing strong links with research funding bodies.
16. Participates in the development, design and delivery of research as related to training programmes, as appropriate.

## **Research Responsibilities**

1. With approval from the Director - Research, takes a lead on the development, resourcing, implementation and completion of research and evaluation that meets the UniSey Research Operations Plan and Strategic Plan. This includes completing ethics applications; conducting data collection and

- data management; supervising Research Officers on tasks specific to a research project; advanced data analysis and interpretation; and reporting of results.
2. As directed by the Director- Research and where relevant to a research or evaluation project, learns and applies qualitative methodologies; assessment and interviewing skills; and interventions skills specific to a research project. This may also include delivering training and support to individuals in these skills, and monitoring and measuring research intervention quality and fidelity.
  3. Interprets research findings within the broader body of published literature, and provides practical recommendations that benefit client and organisational outcomes, giving consideration to principles of implementation science.
  4. Translates existing theoretical literature and empirical data into literature reviews, summary of the evidence and organisational briefs. This could include reviews that inform the design of new research, models of practice and/or practice improvements.

### **Writing, Presenting and Dissemination Responsibilities**

- a) Based on research and evaluation data, and taking into consideration what is already published on the subject matter, takes a lead or participates in:
  - Writing journal publications and organisational reports,
  - Presenting at conferences, workshops and UniSey identified venues
- b) Assists the Director - Research in:
  - Writing grant applications
  - Forming and maintaining collaborations with Universities and other researchers and stakeholders to support UniSey endorsed research.

### **Data Management Responsibilities**

- a) Maintains research and evaluation documentation, literature, forms, data and databases in a manner that is secure (especially where data is confidential), and conducive to the efficient retrieval and revision of content.
- b) Ensures that research data is managed, stored, and destroyed in compliance with the requirements of national regulations in place.

### **Project Management Responsibilities**

- a) Manages research and evaluation projects as designated by Director - Research, including design, planning, monitoring and regular, timely reporting on progress to the Director and other project staff
- b) Follows best practice research management protocols and procedures
- c) Supervises Research Officers on tasks specific to a designated research project as directed by the Director
- d) Consults and collaborates with key stakeholders (both locally and externally) as required by the Director

### **Other Position Specific Responsibilities**

1. As requested by the Director collaborates on time sensitive requests for research inputs
2. Contributes to the development of a research ethos throughout UniSey via a range of methods (e.g., maintaining research Intranet page, writing brief reports, staff communications, developing and presenting research-oriented training events, etc).
3. As requested by the Director works collaboratively with other teams in the organisation to facilitate and operationalise agreed upon programs of work (e.g., outcomes measurement, quality assurance).
4. Adheres to all organisational policies, procedures, standards and practices.
5. Undertakes other duties, consistent with skills and experience, as assigned by the Director.

### **Professional Development**

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

### **Expectations of all staff**

#### **Professional standards**

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### **Equal opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

#### **Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### **Health and Safety**

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

#### **Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

<b>Staff Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Line Manager Full Name:</b>	<b>Signature:</b>	<b>Date:</b>