

## **Recruitment of Policy and Research Assistant- Student Placement**

### **The role**

It was agreed in principle at the 22 May meeting that STAJAC should recruit a law/social science graduate to assist with its work, in particular three of the proactive research projects set out in the workplan.

The role will be a full time student placement. The successful applicant will be employed by the Scottish Government and line managed by Alison Carmichael, but their primary role will be to support the work of STAJAC. The maximum permitted duration of such a placement is 12 months, and it is intended that the postholder should start work in early October on a one year fixed term contract.

The main tasks which the postholder will be asked to undertake are set out in more detail in the attached job description. These are:

1. To carry out three specific research projects which the Committee has committed to take forward under the heading 'Proactive work' in its workplan.
2. To provide ongoing policy, research and administrative support to the Chair and members of the committee in relation to achieving the priorities set out in the Committee's workplan.

A draft job advertisement and job description (together with a separate paper setting out further details of the proactive research projects) have been drawn up by Alison and myself in consultation with Marieke and Tom Mullen, and these are attached for the committee's comment/approval.

### **Proposed recruitment process**

Following discussion with Tom, we intend to advertise the post through the following channels:

1. jobs.ac.uk – a UK-wide website for academic/research jobs.
2. Scottish Legal News- a free daily legal newsletter, with a wide readership across the legal sector in Scotland,
3. Circulating the job details through committee members' own channels e.g. contacts in universities/Socio-Legal Studies Association/ Nuffield admin justice hub etc. (Note: any other suggestions would be very welcome.)

Reference to Scottish Crime and Justice Research Centre?- speak to Debbie for update.

We are keen to move ahead with the recruitment process for this post as soon as possible, in order to get the various research projects underway at an early stage. The committee's lifespan ends at the end of November 2015, and we are keen to ensure that the successful applicant starts work as early as possible, to ensure that they are in post for the maximum possible period of twelve months.

Subject to the committee's approval, the proposed timetable for the recruitment process is shown below.

<b>Proposed recruitment timetable</b>	
<b>Action</b>	<b>Date</b>
Advertise post	1 August 2014
Closing date	18 August 2014
Interviews held	5 September 2014
Post holder appointed	
Contract commences (subject to time taken for disclosure checks etc)	early October 2014

Add further information on interview panel/task etc?

**Sarah O'Neill**

**....July 2014**