



Master's Research Assistant Job Description

Pembroke College

Founded in 1624, Pembroke College is one of the constituent colleges of the University of Oxford. With a close-knit community of undergraduates, postgraduates, academics, and staff, the College's mission is to serve the common good through the pursuit of education and the advancement of learning. Pembroke's commitment to academic excellence, its scale, and its tradition of collegiality create an inclusive and stimulating environment for scholarship and research.

About the Project

Pembroke College has been awarded external funding to support a major research project entitled *Law and Democracy: Monograph on Standards in Public Life*. Led by the Master, Sir Ernest Ryder, the project explores the ethical and institutional standards underpinning public life, with particular focus on democratic accountability, the rule of law, and trust in institutions.

The project will culminate in a scholarly monograph and is intended to inform public and academic debate, as well as contribute to the development of further research in this field.

The Role

The Master's Research Assistant will provide high-level academic and administrative support to the Master in conducting research for the monograph. This will include literature and case law research, data management, coordination of academic collaborations, and editorial assistance.

The postholder will play an integral role in ensuring the timely and effective delivery of the project, helping to synthesise complex materials, maintain research records, and facilitate engagement with scholars and institutions nationally and internationally.

This is a two-year fixed-term position with a salary of £28,000 per annum, funded by external grant income. The role is based at Pembroke College, Oxford, with scope for limited hybrid working by agreement.

Key Responsibilities

Research and Analysis

- Undertake literature, archival, and case law research on topics related to public standards, democracy, and the rule of law.
- Compile, analyse, and summarise materials for use in drafts and academic presentations.
- Assist in preparing bibliographies, citations, and reference management.
- Contribute to the development of research themes through critical analysis and discussion.

Project Coordination and Administration

- Support the planning and scheduling of project activities to ensure timely progress.
- Organise meetings, seminars, and discussions with academic collaborators and visiting scholars.
- Maintain accurate research and financial records in accordance with College and University procedures.
- Assist with the preparation of project documentation and progress reports.

Communication and Collaboration

- Liaise with internal and external partners, including scholars, institutions, and funding organisations, as required.
- Draft correspondence, meeting notes, and summaries of discussions.
- Support dissemination of research findings, including preparation of abstracts, summaries, and draft materials for publication or presentation.

General

- Work closely with the Master to support the intellectual and operational needs of the project.
- Undertake other duties commensurate with the grade and nature of the post.

Person Specification**Essential**

- A good undergraduate or postgraduate degree in Law, Politics, History, or a related discipline.
- Proven research and analytical skills, with the ability to synthesise complex materials.
- Excellent written and verbal communication skills with meticulous attention to detail.
- Strong organisational and time-management abilities, with capacity to manage multiple priorities.
- Competence in Microsoft Office, bibliographic software (e.g. Zotero, EndNote), and online research databases.
- Ability to work independently, exercise initiative, and maintain confidentiality.

Desirable

- A higher degree (e.g. Master's) or experience in academic legal or policy research.
- Familiarity with academic publishing and editorial processes.
- Experience in coordinating research projects or academic collaborations.
- Interest in issues relating to governance, democracy, and ethical standards in public life.