



Enhancing Competitiveness in the Global Marketplace



St Lucia Coalition of Service Industries (SLCSI)

City, University of London

**Researcher
(4 months, fixed term)**

<https://www.slcsi.org.lc>

<http://www.city.ac.uk/>

Role Profile

Post:	Researcher – Fixed Term (4 months)
Location:	Saint Lucia Coalition of Services Industries #19 Orange Park Commercial Centre Bois d'Orange, Gros Islet - St Lucia
Salary:	tbd
Tenure:	4 months
Responsible to:	Yvonne Agard, Executive Director, SLCSI & Professor Andrew Jones, City, University of London

Job Description

Applications are sought for a researcher to work at the St Lucia Coalition of Service Industries (SLCSI), in partnership with City, University of London.

The post-holder will work on a project related to the development of the optimal upgrading strategies for St Lucia's Service Industries. This is concerned with the policies and strategies that would enable service-sector led development leading to increased economic growth, higher paid service sector employment and a greater capacity in higher value service sector activity. The post holder will compile data on firm populations, service industry activity, service sector trade, technological uptake and capacity, employment and investment. Working with the Executive Director and the Academic Lead, they will compile existing secondary data sets, identify gaps in data needs and – project resource permitting – collect some new data on key areas identified. The role will include literature reviewing and synthesis, design and preparation of research materials, coordination and implementation of research activities, data analysis and preparation of a report.

Main duties and responsibilities include:

- Systematically search for, review, summarise and synthesise existing data on service industries in St Lucia;
- Contribute to the design and preparation of research around identified gaps in data (both surveys and interview / groups discussions);
- Communicate with all relevant stakeholders;
- Undertake data entry, data cleaning and general management of databases
- Undertake qualitative data analyses, and implement data strategy.
- Contribute to the preparation of a report and project finding presentations;
- Disseminate research findings using appropriate methods

The post holder must at all times carry out their responsibilities with due regard to the policies of SLCSI.

The post holder must respect the confidentiality of data stored electronically and must comply with data protection requirements.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.

Person Specification

Post: Researcher (full time, 4 months fixed term)

Location: SLCSI, St Lucia

Tenure: 4 months

Responsible to: Yvonne Agard, Executive Director, SLCSI & Professor Andrew Jones, City, University of London

	Requirements	Essential (E)/ Desirable (D)
Qualifications / Training	First degree in relevant discipline	E
	Master's degree in a relevant discipline or equivalent advanced professional experience in Social / Economic research	E
Background/ Experience	Experience of collaborative working (e.g. within a professional organization)	E
	Demonstrated effective interpersonal skills including the ability to work effectively as part of a team and lead on specific parts of the project	E
	Experience of systematic review and dataset searching & compilation	D
	Developing research materials (e.g. survey and / or interview topic guides)	E
	Experience of interviewing and qualitative research methods and analysis	E
	Evidence of strong administrative and organisational skills	E

	Experience of presentations at national and international conferences or dissemination events	D
	Demonstrate ability to produce high quality reports and publication	D
Skills and abilities	Co-operative and collegial working style	E
	Excellent social and interpersonal skills (i.e. work harmoniously with people of different ages, cultures and backgrounds; build rapport quickly with potential project participants)	E
	High level computer literacy (including database management and knowledge of standard packages)	E
	Ability to work independently, problem-solve and work flexibly	E
	Ability to communicate effectively with study participants and colleagues	E
	Ability to speak and write clearly to convey ideas and information	E
	Proven record of ability to manage time and work to strict deadlines	E
	Ability to follow study protocols and ethics guidelines accurately	E
	Knowledge of economic development policies	D
	Knowledge of St Lucia and or East Caribbean region economies	D

Conditions of Service

The salient features of Conditions for Research and Analogous staff are as follows:

- This post is fixed with funding running for a maximum of 4 months (depending on hours).
- **This post is full-time**

- All offers of appointment are subject to receiving satisfactory references.

Applications

When preparing your application, you should address carefully the post details enclosed and in particular the qualities outlined in the Person Specification. Please include examples where appropriate.

All applications must be received by 11.59 p.m on January 05, 2020. Interviews will take place on Thursday 8 and Friday 9th January 2020.

For an informal discussion you may wish to contact Yvonne Agard:

Telephone: 1 758 452 7864/285 2084

E-mail: yvonne.agard@slcsi.org.lc