



British Institute of
International and
Comparative Law

Research Assistants in Business and Human Rights (2 positions at 0.8FTE each)

Job Description

The British Institute of International and Comparative Law is **seeking to appoint two Research Assistants** for a period of up to 12 months.

About BIICL

The British Institute of International and Comparative Law (BIICL) is the foremost independent research and discussion body in the United Kingdom in its field, and one of the leading such bodies in the world. BIICL was created over 50 years ago as an independent research body and charity committed to the understanding, development and practical application of international and comparative law, and the rule of law. Through its high quality legal research, its diverse range of events, seminars and conferences and its world-renowned publications, BIICL is at the forefront of research and discussions on contemporary issues of international and comparative law.

The Role

The Research Assistants are to assist with two externally funded research projects on business and human rights issues. They are expected to undertake various core tasks, including:

- Assisting in the coordination and organisation of research activities;
- Contributing to the production of high quality research including, where appropriate, assisting with desk-based research, literature reviews, data analysis, drafting of proposals and submissions, report writing and drafting of articles, social media content etc.
- Assisting in the management and co-ordination of events;
- Attending meetings with external groups or partners, including legal profession, companies, government and civil society; and
- Working as part of a team with other researchers.

The Research Assistants will each be supervised by the Research Fellow in Business and Human Rights.

Research Assistants are likely to gain additional benefits from engagement with the broad network of BIICL members and others, in obtaining advanced legal research skills, and working in an internationally interactive environment.



British Institute of
International and
Comparative Law

Person Specification

Successful applicants will be able to demonstrate and provide evidence of the following skills and attributes:

Knowledge:

- High level of knowledge of business and human rights, especially in relation to the responsibilities of business enterprises and States in a comparative and international context.

Education and experience:

- LLM or equivalent degree or relevant work experience in a legal practice (private or public).
- Some relevant work experience is desirable.
- Some prior experience in research posts would be of benefit.

Research and drafting skills:

- Ability to analyse complex and detailed materials and draw conclusions in a clear and precise manner.
- Proficient in conducting research through electronic means and resources.

Language skills:

- Very high level of proficiency in English.

Other skills:

- Good administrative, IT and organisational skills;
- Collaborative, collegial and articulate team member.

Each post will be 0.8 FTE and paid at the London Living Wage. It is hoped that appointees will commence in summer 2017.

BIICL has a legal responsibility to ensure that all of its employees have the legal right to live and work in the UK. Therefore, if you are made an offer of employment, this will be subject to verification that you are eligible to work in the UK before you start work.

Informal enquiries may be addressed to Lise Smit at l.smit@biicl.org.

Applicants should send the following by email to researchassistantBHR@biicl.org

- A full curriculum vitae;
- A covering letter setting out their reasons for applying and how they meet the person specification for this post;
- A completed copy of BIICL's application cover form (available at: <http://www.biicl.org/vacancies>).



**British Institute of
International and
Comparative Law**

The deadline for applications is **13 July 2017**. Interviews are expected to take place in July.

We regret that we are unable to acknowledge receipt of applications personally, as we are a charitable organization with limited funds. If you do not hear from us regarding interviews within four weeks of the closing date, your application has been unsuccessful.

Applicants are encouraged to find out more about BIICL, its members of staff and activities at: <http://www.biicl.org>.