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**Faculty of Humanities and Social Sciences**

**School of Area Studies, History, Politics and Literature**

**Research Fellow**

**ZZ005442**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £35,211 to £38,460 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Research Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Area Studies, History, Politics and Literature |
| **Position Reference No:** | ZZ005442 |
| **Cost Centre:** | 43053 |
| **Responsible to:** | Dr Theresa Callan  Head of School, SASHPL |
| **Responsible for:** |  |
| **Effective date of job description:** | February 2019 |

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| **Purpose of Job**: |
| The post holder will work with Principal Investigators to manage two closely related Faculty Strategic Projects: Port Towns & Urban Cultures (PTUC) and Supernatural Cities (SC).  The post holder will be responsible for raising the research groups’ and the University’s profile through organising national and international networks, conferences and workshops. The PDRA will assist both projects in their current external bid writing and in the development of their on-going Impact Case Studies.  **Port Towns & Urban Cultures** was formed in 2010 to explore the intersections between urban and maritime histories. Whereas existing Maritime and Urban History Research Centres focus on the economic, business or imperial networks between ports, PTUC’s focus is on social and cultural histories of coastal communities. For further information on research themes, publications and projects see <http://porttowns.port.ac.uk/>  **Supernatural Cities** was formed in 2015. It is an innovative, interdisciplinary project that explores the relationship between urban environments, the supernatural, and the fantastical imagination. Supernatural Cities operates at the intersection between academic and creative practices, and coordinates the annual Portsmouth Darkfest festival. For further information on the project’s themes, networks and activities see <http://supernaturalcities.co.uk/>  Research members in PTUC and SC are committed to producing high quality REFable outputs. |

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| **Key Responsibilities:** |
| **Key responsibilities for both projects**   1. To contribute to the development and writing of funding bids 2. To contribute to the continuing development of national and international research networks through attending conferences/workshops 3. Organise conferences and workshops 4. Shape the research direction of both research groups 5. Assist the development of Impact Case Studies 6. Develop local and national contacts for future Impact Case Studies 7. Promote both research groups through their various social media platforms 8. To assist in the generation of material for mapping projects that both projects are undertaking. 9. Editorship of both websites. 10. Coordinate and minute team meetings for both research areas.   Key research responsibilities  1. Conduct their own research which falls into one or both of the strategic project subject areas covered by the post  2. Publish ‘REFable’ outputs in scholarly journals, with single or joint authored publications in one or both of the research areas  3. Potentially supervise postgraduate students in one or both of the research areas. |

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| **Working Relationships:** |
| 1. Managed by SASHPL Head of School Dr Theresa Callan 2. Liaising with Strategic Project leads Prof Brad Beaven and Dr Karl Bell. 3. Working with other researchers in both project teams 4. Liaising with external partner institutions and community groups. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Ongoing, relevant, research experience in the broad themes covered in one or both of strategic projects: Port Towns & Urban Cultures and Supernatural Cities | E | AF, S |
|  | REFable publications and/or a clear plan for future outputs | E | AF, S |
|  | Experience of using social media to promote research. | E | AF, S |
|  | Experience of writing research funding applications. | E | AF, S |
|  | Experience of liaising with external partners and community groups. | D | AF, S |
|  | Experience of developing and writing of funding bids | D | AF, S |
|  | Participation in national and international research networks through attending conferences/workshops | D | AF, S |
|  | Experience of editorship of/or editing websites. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E | AF, S |
|  | Ability to plan, organise and prioritise workloads | E | AF, S |
|  | Excellent communication and interpersonal skills | E | AF, S |
|  | Good report writing skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project Management skills | E | AF, S |
|  | Ability to supervise postgraduates | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | E | AF, S |
|  | Degree in History | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Ability to motivate and engage others in research | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Ability to work to tight deadlines | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | XX | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

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**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Theresa Callan |
| **Date** | 15/07/2019 |
| **Extension number** | 2202 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.