



**Faculty of Science**

**Department of Geography**

**SENIOR RESEARCH ASSOCIATE**

**(Fixed term 5 months contract)**

**ZZ004134**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £29,301 to £32,958 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 37 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on 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.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Associate |
| **Grade:** | 6 |
| **Faculty/Centre:** | Faculty of Science |
| **Department/Service:****Location:** | Department of Geography |
| **Position Reference No:** | ZZ004134 |
| **Cost Centre:** | 44181  |
| **Responsible to:** | Professor D Houston/Dr Mark Hardiman PI |
| **Responsible for:** | None |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job**: |
| Working autonomously with instruction from the research leader ultimately responsible for the project, (or group of studies), to carry out research analysing data, developing new evaluation methods and determining how best to apply them. Responsible for regularly managing elements of the project in line with the project terms of reference.The research project overarching aim is the development of a novel proxy calibration dataset to enhance the study of past wildfire regimes. To this end the candidate will be required to configure, run, analyse and assist in various laboratory charcoal experiments. Specific skills required include experience of 1) observing, quantifying and extracting charcoal fragments using high and low-powered microscopy, 2) experience in using heavy liquid density separation techniques and 3), the mounting and sectioning of very small (<100 µm) geological samples in resin for further analytical analysis.  |

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| **Key Responsibilities:**  |
| Observing, quantifying and extracting charcoal fragments using high and low-powered microscopy.1. Using heavy liquid density separation techniques.
2. The mounting and sectioning of very small (<100 µm) charcoal samples in resin.
3. Using furnace equipment at high temperatures.
4. To assist in the writing of research papers

**Additional expectations of the role holder**1. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload, regularly managing the progress of elements of the research project
2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations
3. To attend team meetings when required providing relevant and timely information, in order to aid decision making
4. To solve problems that may occur during the length of the research project using guidelines or a set of procedures
5. To analyse research data and develop new evaluation methods. On occasions may select existing methodologies determining when they should be applied
6. Can assist with supervising a research student
7. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
8. Any other duties as required by the Principal Investigator/Head of Department
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| **Working Relationships:**  |
| 1. Managed by the Principal Investigator
2. Networking with other researchers in the team and with research collaborators (Dr Nic Minter) and external to the university (Dr Esther Sumner, University of Southampton).
3. Liaising with research colleagues and support/technical staff on day-to-day issues
4. Working with and sometime supervising research students/assistants/associates operating in the same laboratory/department
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Research experience of collecting qualitative data | E | AF, S |
|  | Ongoing research experience in the field of Quaternary Science | E | 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 |
|  | Good Communication and Interpersonal skills | E | AF, S |
|  | Good report writing skills | E | AF, S |
|  | Statistical data analysis skills | E | AF, S |
|  | Presentation skills | E | AF, S |
|  | Project Management skills | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Postgraduate qualification in Quaternary Science  | E | AF, S |
|  | Completed PhD in relevant subject or relevant professional experience | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work with minimum supervision | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Creative, highly motivated and committed to undertaking research | 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, References)

**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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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) | X | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Stress  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Mark Hardiman |
| **Date** | 29/06/2017 |
| **Extension number** | 2492 |

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.