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**Faculty of Science and Health**

**Department of Psychology**

**Research Fellow**

**ZZ006070**

**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 £35,845 - £39,152and 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) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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:** | Science |
| **Department/Service:**  **Location:** | Department of Psychology, King Henry Building |
| **Position Reference No:** | ZZ006070 |
| **Cost Centre:** | 11454 |
| **Responsible to:** | *Bridget Waller (Professor of Evolutionary Psychology)* |
| **Responsible for:** | *Research assistants, Research Associates and PhD student(s)* |
| **Effective date of job description:** | January 2020 |

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| **Purpose of Job:** |
| We are seeking to appoint a full-time, 5-year Research Fellow at the University of Portsmouth, Department of Psychology, Centre for Comparative and Evolutionary Psychology, as part of European Research Council (ERC) Consolidator Grant FACEDIFF “Individual differences in facial expressivity: social function, facial anatomy and evolutionary origins” awarded to Professor Bridget Waller.  The Research Fellow will develop, conduct and manage the laboratory based behavioural experiments with humans at the University of Portsmouth, which will focus on social interaction, nonverbal behaviour and facial expression processing. The Research Fellow will use the Facial Action Coding System (FACS), Social Network Analysis and physiological methods, and conduct statistical analysis on the data using R. The Research Fellow will work closely with a PhD student and Research Associate on the project as well as other staff in the inter-disciplinary team.  **FACEDIFF project description:**  Communicating with others via the face is crucial for navigating our social world. Deficits in facial expression production can have an impact on social interaction, characterising several clinical conditions such as autism spectrum disorder, schizophrenia and Parkinson’s disease. Despite this, we know surprisingly little about individual differences in facial expressivity, what causes these differences and how such differences impact on individual lives. FACEDIFF will combine psychological, anatomical and cross-species methods as an interdisciplinary investigation of individual differences in facial expression. First, individual variation in production and perception of facial expressions will be measured via laboratory experiments and in relation to social network size and quality. Second, variation in human facial musculature will be documented through cadaveric dissection and existing MRI databases. Third, facial expressivity will be examined in a primate model to determine whether patterns are unique to humans. FACEDIFF will aim to provide a comprehensive and interdisciplinary perspective on individual differences in facial expression and explore the function and evolution of individual differences in humans. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of laboratory-based experiments as set out in project FACEDIFF (on behalf of the Principal Investigator), ensuring that the aims and objectives are met. 2. To present research project findings to a variety of stakeholders and to write papers for research journals and materials for publication.   **Line Management Responsibilities**   1. Line management responsibility for Research Assistants/ Associates and a PhD student. 2. Assignment of tasks to best deliver the project in a timely fashion. 3. To liaise with the Principal Investigator to ensure the efficient operation of the FACEDIFF team. 4. Conduct training of staff. 5. Deputise for Principal Investigator where appropriate. 6. Represent the Research team at meetings where appropriate.   **Additional expectations of the role holder**   1. To communicate with team members and liaise and network with relevant other professional bodies. 2. To lead team meetings when required providing relevant and timely information, in order to aid decision making. 3. To analyse research data and develop new experimental methods and/or select existing methodologies determining when they should be applied. 4. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 5. Any other duties as required by the Principal Investigator. 6. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload, occasionally managing the progress of the project. 7. To solve problems that occur applying knowledge of subject area. 8. Provide information, appropriate to the role, to relevant stakeholders. 9. 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. 10. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 11. Any other duties commensurate with grade as required by your line manager. |

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| **Working Relationships:** |
| 1. Managed by the PI of FACEDIFF within the Department of Psychology. 2. Working with other researchers in the team and with research collaborators (MRC Centre for Macaques; Caribbean Primate Research Center; HARC University of Liverpool) external to the university. 3. Liaising with research and academic colleagues and support/technical staff on day-to-day issues. 4. Managing research students/assistants/associates operating in the same laboratory/department. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of writing research funding applications | E | AF, S |
|  | Research experience collecting quantitative, observational and experimental data with humans | E | AF, S |
|  | Research experience in human social interaction | D | AF, S |
|  | Research experience in facial expression and/or other nonverbal behaviour | D | AF, S |
|  | Research experience in social network analysis | D | AF, S |
|  | Peer-reviewed publications in psychology or related discipline | E | AF, S |
|  | Previous experience of successfully managing a research project through to completion | D | AF, S |
|  | Previous experience of managing staff | D | AF, S |
|  | Interest in and commitment to open 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, including R | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project Management skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | E | AF |
|  | Facial Action Coding System experience and/or certification | D | AF |
| **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 Interview, Test and 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) | x |
| 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 | x | 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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | BRIDGET WALLER |
| **Date** | 17/01/2020 |
| **Extension number** | 6639 |

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