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**Faculty of Humanities and Social Sciences**

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

**Research Fellow**

**ZZ006142**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £35,845 – £39,152 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.

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.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

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:** | Faculty of Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Area Studies, History, Politics and Literature  Milldam Building |
| **Position Reference No:** | ZZ006142 |
| **Responsible to:** | Head of School, SASHPL |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2019 |

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| **Purpose of Job**: |
| The University of Portsmouth is looking for an exceptional candidate to join us as a Postdoctoral Research Fellow specialising in West African security. With support from established academics, you will be responsible for pursuing your own research agenda on West African Security, applying for research funding (both for group projects and individual funding) and promoting the University of Portsmouth at external events. We would particularly welcome specialists on Security and Development in the Sahel region.  An important part of the role will be to work with the Principal Investigators to support a Faculty Strategic Project entitled ‘**The West Africa Peace and Security Network (WAPSN): From Network Partnerships to Impact, Innovation and Income’**. This Faculty project was formed in 2019 and draws on the considerable successes of two previous Faculty-funded projects on West African Security (2015-16 and 16-19). The West Africa Peace and Security Network was established in 2014 by colleagues at University of Portsmouth in collaboration with a team of senior academics across West Africa and beyond. It is one of the most prominent international research networks focused on West African Security.  The post holder will thus also be responsible for raising the University’s profile in the field of peace, conflict and security through our WAPSN activities, organising national and international workshops and summer schools, maintaining our website and social media presence and developing strong working partnerships with policy makers (e.g. with Government, civil society etc.). |

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| **Key Responsibilities:** |
| **Key responsibilities for both projects**   1. Contribute to the development and writing of funding bids (including individual bids) 2. Publish REF 3-4\* outputs in scholarly journals within the research area of the project 3. Organise national and international conferences and workshops 4. Develop a summer school on Sahelian security-development nexus 5. Work on publications with existing team members 6. Support associated PhD fellows through advice and guidance 7. Assist in the development of an Impact Case Study 8. Promote the activities of the project through various social media platforms 9. Maintain the project website |

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| **Working Relationships:** |
| Line managed by SASHPL Head of School  Day to day management from Strategic Project leads Dr Melita Lazell and Dr Ed Stoddard  Working with other researchers in the project team  Liaising with external partner institutions and government departments |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Relevant research experience in West African Security and  Development | E | AF, S |
|  | A track record of ‘REFable’ publications and/or a clear plan for future outputs | E | AF, S |
|  | Willingness to organise events | E | AF, S |
|  | Participation in national and international research networks through attending conferences/workshops | E | AF, S |
|  | Knowledge of Sahelian security and development issues regionally or specific Sahel country knowledge | D | AF, S |
|  | Experience of writing research funding applications | D | AF, S |
|  | Experience of liaising with government departments | D | AF, S |
|  | Experience of building relationships with external stakeholders | D | AF, S |
|  | Experience of editing websites | D | AF, S |
|  | Experience of using social media to promote research | 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 communicate in French | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | E | AF, S |
|  | Degree in International Relations or cognate area | D | AF, S |
|  | Qualification and /or training in project management | 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 Interview, 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 | 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)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Melita Lazell |
| **Date** | March 2020 |
| **Extension number** | 6255 |

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.