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**Faculty of Business and Law**

**Economics and Finance**

**Research Fellow**

**ZZ005191**

**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:** | Business and Law |
| **Department/Service:****Location:** | Economics and FinancesPortland Building |
| **Position Reference No:** | ZZ005191 |
| **Cost Centre:** | 14811 |
| **Responsible to:** | Pierre Failler |
| **Responsible for:** | *-* |
| **Effective date of job description:** | 01.02.2019 |

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| **Purpose of Job**: |
| Working autonomously to meet the objectives of the EU project GREPPAO (The GREPPAO project aims to improve the management of West African fisheries).Coordination of the projectResponsible for the management of the project and partners  |

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| **Key Responsibilities:**  |
| 1. Act as principal investigator or co-investigator on research projects.
2. Develop research objectives, projects and proposals.
3. To carry out active research in the areas of fishery management in West Africa.
4. Ensure coordination with the GREPPAO project team across the different countries and external contacts to assure deadlines and objectives of the project are met.
5. To manage and coordinate the progress of the research project
6. To attend team meetings when required providing relevant and timely information, in order to aid decision making
7. To publish journal articles related to the work undertaken in the GREPPAO project
8. To supervise research articles written by other members of the team
9. To participate fully in the research activities of the Centre for Blue Governance, including seminars and discussion meetings.
10. To promote the standing of the Centre for Blue Governance and the research area, via research publications in refereed journals, seminars and conference talks, visits and attendance of meetings, public outreach activities.
11. Develop new concepts and ideas to extend intellectual understanding
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| **Working Relationships:**  |
| Develop productive working relationships with other members of the GREPPAO team from University of Portsmouth, and other partners in the EU project in West African countries.Mentor colleagues with less experience and advise on professional development Supervise the work of others, for example in research teams or projects |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Good knowledge of economics and policy modelling methods  | D | AF, S |
|  | Knowledge in policy modelling tools  | D | AF, S |
|  | Knowledge in public governance  | E  | AF, S |
|  | Knowledge in fishery management | E | AF, S |
|  | Research experience of collecting data | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Demonstrable skills in economic and policy modelling  | E | AF, S |
|  | Strong writing and presentation skills | E | AF, S |
|  | Effective communication skills | D | AF, S |
|  | Competency in programming, Windows environment and MS Office tools | E | AF, S |
|  | Demonstrable skills in developing policy scenario modelling | E | AF, S |
|  | Research based experience through e.g. undergraduate or Masters level project work or doctoral dissertation in the area of policy modelling research | E | AF, S |
|  | Experience in communicating complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media | E | AF, S |
|  | Experience of large, distributed, cross-disciplinary, international collaborations | E | AF, S |
|  | Ability to predict and solve problems when they occur | E | AF, S |
|  | Ability to plan, organise and prioritise workloads | E | AF, S |
|  | Project Management skills | E | AF, S |
|  | Team Management skills | D | AF, S |
|  | Ability to build professional relationships for future activities.  | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Undergraduate Degree or higher-level qualification in the area of Economics and Policy modelling, Marine Environment. | E | AF, S |
|  | Completed PhD in relevant subject or relevant professional experience | E | 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 |
|  | Willing to travel in the UK and overseas (Europe) for research | E | AF, S |
|  | Assess, interpret and evaluate outcomes of research. | 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%2C164407%2Cen.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)  |
| 12. Food handling  | 24. Other (please specify)  |

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**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Lester Hunt |
| **Date** | 7/3/19 |
| **Extension number** | 4128 |

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.