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**Faculty of Business and Law**

**Operations and Systems Management**

**Research Fellow in Returns Management**

**ZZ602821**

**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 in Returns Management |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | Operations and Systems Management  Portland building |
| **Position Reference No:** | ZZ602821 |
| **Cost Centre:** | 40080 |
| **Responsible to:** | Subject Group Head and Associate Dean (Research) |
| **Responsible for:** | Any roles supervised |
| **Effective date of job description:** | January 2019 |

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| **Purpose of Job:** |
| To work with members of the Accounting and Financial Management; the Operations and Systems Management Subject Groups; the Gate2Plate Research Group and the Centre for Operational Research and Logistics to extend the work undertaken in the groups for the project ‘Buy Online Return in Store’ published in January 2019 (<https://ecr-shrink-group.com/page/buy-online-return-in-store-no-such-thing-as-a-free-return>). Experience in working with one or more of costing systems, lean management systems, reverse logistics and/or circular economy is desirable.  The research fellow is expected to make original and independent contributions to research projects in retail returns systems and to co-author good quality papers for publication in research journals of international standing. The research fellow will also be expected to identify sources of external funding, to support the writing of bids, help develop new research projects and to liaise and network with funding bodies and other relevant parties as necessary. The fellow will also be involved in helping to collect (or organise the collection of), analyse and interpret research data. |

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| **Key Responsibilities:** |
| 1. To work with Subject Group/Research group members on a variety of research projects including designing projects, reviewing literature, collecting and analysing data. 2. To produce good quality papers for publication 3. To help develop bids to secure external research funding. 4. To present research project findings to a variety of stakeholders and design and develop relevant impact case studies.   **Line Management Responsibilities**   1. To lead on projects and to assign tasks to ensure the project is delivered in a timely fashion. 2. To liaise with the relevant Head of Subject Group/Research Group to ensure the efficient production of agreed outputs. 3. To contribute to the operational planning and development of the department, as regards project work.   **Additional expectations of the role holder**   1. To communicate with Subject group/Research group members and liaise and network with relevant professional bodies, to influence events 2. To lead meetings when required providing relevant and timely information, in order to aid decision making 3. To solve problems that may occur during research projects by applying knowledge of subject area 4. To deliver short one-off training sessions or lectures 5. To analyse research data and advise on the application of research methodologies. 6. 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 7. Any other duties as required by the Subject Group or Research Group leader |

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| **Working Relationships:** |
| 1. Managed by Research Group Leader or Subject Group Leader (or nominee) within the Business School 2. Working with other researchers in the Research Group or Subject Group, and possibly with external research collaborators. 3. Liaising with research and academic colleagues and support/technical staff on day to-day issues. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| a | A proven record of quality research publications | D | AF/S |
| b | Experience of writing research funding applications | D | AF/S |
| c | Research experience of collecting qualitative/quantitative data | E | AF/S |
| d | Ongoing research experience in a business related field | E | AF/S |
| e | Previous experience of successfully managing a research project through to successful completion | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
| a | Ability to predict and solve problems when they occur | E | AF/S |
| b | Ability to plan, organise and prioritise workloads | E | AF/S |
| c | Good communication and interpersonal skills | E | AF/S |
| d | Ability to demonstrate vision and creativity | E | AF/S |
| e | Ability to work effectively independently and collaboratively | E | AF/S |
| f | Ability to effectively manage relations with a variety of stakeholders both internal and external to the university | E | AF/S |
| g | Ability to communicate research findings to a range of stakeholders, including external partner organisations and academic audiences | E | AF/S |
| h | Ability to concisely present findings verbally and in writing | E | AF/S |
| i | Statistical data analysis skills | E | AF/S |
| j | Excellent presentation skills | E | AF/S |
| k | Project Management skills | D | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
| a | PhD (or close to completion) - or equivalent doctoral qualification in a relevant subject | E | AF/S |
| **4.** | **Other Requirements** |  |  |
| a | Ability to motivate and engage others in research | E | AF/S |
| b | Ability to work on own initiative and as part of a team | E | AF/S |
| c | Ability to work to tight deadlines | E | AF/S |
| d | Willingness to work flexibly, including at weekends, evenings and overnight stays (e.g. when travelling to visit partners, attend conferences, or working towards tight deadlines). | D | 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 | 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)** | Professor Mark Xu |
| **Date** | 29.3.19 |
| **Extension number** | 4123 |

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.