

**Faculty of Creative & Cultural Industries**

**School of Creative Technologies**

**SENIOR RESEARCH FELLOW**

**10012045**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £36,661 to £45,053 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 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 August 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 Years Day inclusive and there are a further five 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/filetodownload,91621,en.pdf>.

There is a comprehensive sickness and maternity benefits scheme.

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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.

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.

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 Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Creative & Cultural Industries |
| **Department/Service:**  **Location:** | Creative Technologies |
| **Position Reference No:** | 10012045 |
| **Cost Centre:** | 14565 |
| **Responsible to:** | Head of School |
| **Responsible for:** | Research Assistants/Associates/Fellows, as required |
| **Effective date of job description:** | June 2014 |

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| **Purpose of Job:** |
| To successfully manage a number of research projects and related activities on their own or on behalf of a research leader. To have involvement in planning teams, chairing working parties and leading/initiating internal research networks, developing, analysing, interpreting research data. Writing papers for research journals and material for publications and identifying potential sources of income contributing to the growing research culture in the School of Creative Technologies  *The research project(s): E-ARK (European Archival Records and Knowledge Preservation).*  Archives provide an indispensable component of the digital ecosystem by safeguarding information and enabling access to it. Harmonisation of currently fragmented archival approaches is required to provide the economies of scale necessary for general adoption of end-to-end solutions. There is a critical need for an overarching methodology addressing business and operational issues, and technical solutions for ingest, preservation and re-use. In co-operation with commercial systems providers, E-ARK will create and pilot a pan-European methodology for electronic document archiving, synthesising existing national and international best practices, that will keep records and databases authentic and usable over time. The methodology will be implemented in an open pilot in various national contexts, using existing, near-to-market tools, and services developed by the partners. This will allow memory institutions and their clients (public- and private-sector) to assess, in an operational context, the suitability of those state-of-the-art technologies. Working with colleagues both in the UK and internationally, the successful candidate will be expected to identify and pursue potential sources of income appropriate to the work of the Future Proof Computing Group, and thereby supporting the research activity in CiTECH. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of a number of research projects (either own or on behalf of the Principal Investigator(s)), 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 3. Required to identify and actively pursue potential sources of research income   **Line Management Responsibilities**   1. Line management responsibility for Research Assistants/ Associates/ Fellows, as required 2. Assignment of tasks to best deliver the project in a timely fashion 3. To liaise with the Principal Investigator(s) to ensure the efficient operation of E-ARK. 4. Investigate performance, disciplinary and grievance matters when necessary following University procedures 5. Conduct performance & development review (PDR), recruitment, induction and training of staff 6. Deputise for the Principal Investigator(s) where appropriate 7. Represent the (E-ARK Project/School/CiTECH Research Centre/Future Proof Computing Group) at meetings where appropriate   **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 2. Able to lead a research group on behalf of an academic 3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal research networks 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making 5. To solve problems that may occur during the length of the research project applying specialist knowledge 6. To develop methodologies and design data gathering and analytical techniques that can be used by others in order to analyse, interpret and evaluate research data 7. To deliver short one-off training sessions or lectures such as explaining how to conduct literature or database searches 8. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the School/Faculty/University aims 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. Any other duties as required by Principal Investigator(s)/Head of School |

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| **Working Relationships:** |
| 1. Managed by a senior academic within the School 2. Working with other researchers in the team and School and with research collaborators Principal Investigator(s), and with research partners 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 school |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of working on funded international research programmes | E | AF |
|  | Research experience of collecting qualitative data | E | AF |
|  | Previous experience of successfully managing a research project through to completion | E | AF, S |
|  | Previous experience of managing staff | E | AF, S |
|  | Thorough knowledge and experience of OAIS and archival metadata standards | E | AF, S |
|  | Experience of working on digital preservation with archival / memory institutions | E | AF, S |
|  | Ongoing research experience in Database Archiving, and Data Mining | D | AF |
| **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 | D | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project Management skills | E | AF, S |
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| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | D | AF |
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| **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 |
|  | Ability to contribute to REF 2020 as part of the FPCG submission | E | AF, S |
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**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 by the applicant.** | | | |
| International travel | X | Ionising radiation |  |
| Manual Handling |  | Asbestos, Lead |  |
| Human tissue/body fluids  EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck |  |
| Genetically modified Organisms |  | Food Handling |  |
| Noise > 80 DbA |  | Substances to which COSHH applies |  |
| Skin irritants/sensitisors |  | Small print /colour coding (electrical) |  |
| Night Duty  between 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment | X | Access to children |  |
| Repetitive tasks | | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify) | | | |
| Please give details of any of the above as necessary: | | | |

**Line Manager/Supervisor to sign below:**

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| **Name (block capitals)** | Janet Delve |
| **Date** | June 2014 |
| **Extension number** | 5524 |