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**Faculty of Business and Law**

**Operations and Business Management**

**Research Fellow**

**ZZ007064**

**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 £36,382 - £39,739 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.

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.

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 Business and Law |
| **Department/Service:**  **Location:** | Operations and Systems Management  Richmond Building |
| **Position Reference No:** | ZZ007064 |
| **Responsible to:** | Professor Ashraf Labib and Professor Dylan Jones |
| **Responsible for:** | Any roles supervised |
| **Effective date of job description:** | September 2021 |

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| **Purpose of Job:** |
| Working autonomously to meet the objectives of the Horizon 2020 EU project Ai-ARC.  The AI-ARC project aims to create an innovative, robust, efficient and user-friendly artificial intelligence (AI) based- platform that provides powerful levels of situational awareness for decision-making and safety for all maritime actors without increasing workload.  Responsible for regularly managing elements of the project in line with the project terms of reference.  To co-author good quality papers for publication in research journals of international standing.  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 carry out a survey on citizens and user’s acceptance of the AI-ARC solution and its societal implications 2. To develop a risk index computation report that can aid decision makers in assessing risks. This includes conducting computational development of the platform and working on the mixed qualitative/quantitative risk analysis 3. To take responsibility of mapping operational added value and future deployment roadmap in terms of compiling key performance indicators and developing a roadmap of needs versus solution report 4. Liaise with the AI-ARC project team (Prof Labib, OSM, CORL; Prof Dylan Jones, Maths, CORL; Dr. Salem Chakhar, OSM, CORL, and Dr. Sara Hadleigh-Dunn, SEI) 5. Liaise with the AI-ARC project team across the different partners to assure deadlines and objectives of the project are met 6. Liaise with external contacts outside the AI-ARC team in order to assure that objectives of the project are met 7. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload, regularly managing the progress of elements of the research project 8. To attend team meetings when required providing relevant and timely information, in order to aid decision making 9. To participate fully in the research activities of the CORL research centre and OSM SEI subject groups, including seminars and discussion meetings 10. To promote the standing of the CORL and OSM and SEI subject groups and the research area, via research publications in refereed journals, seminars and conference talks, visits and attendance of meetings, public outreach activities 11. To work with Subject Group/Research group members on a variety of research projects including designing projects, reviewing literature, collecting and analysing data 12. To produce good quality papers for publication 13. 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:** |
| Members of the AI-ARC team from University of Portsmouth  Prof Ashraf Labib,  Prof Dylan Jones  Dr. Salem Chakhar  Dr. Sara Hadleigh-Dunn  Other partners in the EU project |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A proven record of quality research publications | D | AF, S |
|  | Research experience of collecting qualitative/quantitative data | E | AF, S |
|  | Ongoing research experience in an operations and risk management related fields | E | AF, S |
|  | Previous experience of successfully managing a research project through to successful completion | D | AF, S |
|  | Knowledge about the maritime sector and especially in the Arctic. | 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 |
|  | Good communication and interpersonal skills | E | AF, S |
|  | Ability to demonstrate vision and creativity | E | AF, S |
|  | Ability to work effectively independently and collaboratively | E | AF, S |
|  | Ability to effectively manage relations with a variety of stakeholders both internal and external to the university | E | AF, S |
|  | Ability to communicate research findings to a range of stakeholders, including external partner organisations and academic audiences | E | AF, S |
|  | Ability to concisely present findings verbally and in writing | E | AF, S |
|  | Statistical data analysis skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project Management skills | E | AF, S |
|  | Computational skills and code development | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | PhD (or close to completion) - or equivalent doctoral qualification in a relevant subject | E | 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 |
|  | 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 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) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Mark Xu |
| **Date** | 27.8.2021 |
| **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.