



## THE POST

<b>College:</b>	<b>College of Social Sciences and International Studies</b> <a href="http://socialsciences.exeter.ac.uk/">http://socialsciences.exeter.ac.uk/</a>
<b>Post:</b>	<b>Research Fellow</b>
<b>Reference No:</b>	<b>P46307</b>
<b>Grade:</b>	<b>F</b>
<b>HERA:</b>	<b>RFEL</b>
<b>Reporting To:</b>	<b>Sabina Leonelli</b>

The above full-time post is available from 1<sup>st</sup> October 2014 to 31<sup>st</sup> March 2018 in the College of Social Sciences and International Studies.

### Job Description

#### Main purpose of the job:

The successful applicant will investigate how the use of online databases is affecting research practices and outcomes in biomedicine. To this aim, the successful applicant will carry out an ethnographic study of data handling across several scientific contexts (ranging from data curation in databases to data production and data re-use across a variety of different locations). This will involve travelling as required to conduct this research and being able to analyse the resulting data for the purposes of publication in high-ranked international journals. The successful applicant will be able to develop research objectives, activities and proposals in line with the general framework of the project; carry out interviews and ethnographic research as required; identify sources of research funding and contribute to the process of securing funds, if needed; and present findings at conferences and other events. The successful applicant will be a nationally recognised authority in the philosophy, history and/or social studies of biomedicine and possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies. The ability to conduct ethnographic research is desirable but not essential, as long as the applicant is willing to be trained as required to conduct this type of research. The successful applicant will also be able to work collaboratively and supervise the work of others as required.

#### Main duties and accountabilities:

1. To undertake research as appropriate to the field of study including:
  - Acting as principal investigator on research projects;
  - Developing research objectives, projects and proposals;
  - Conducting individual or collaborative research projects;
  - Identifying sources of funding and contributing to the process of securing funds;
  - Extending, transforming and applying knowledge acquired from scholarship to research and appropriate external activities;
  - Writing or contributing to publications or disseminating research findings using media appropriate to the discipline;
  - Making presentations at conferences or exhibiting work in other appropriate events;
  - Assessing, interpreting and evaluating outcomes of research;
  - Developing new concepts and ideas to extend intellectual understanding;
  - Resolving problems of meeting research objectives and deadlines;

- Developing ideas for generating income and promoting research area;
  - Developing ideas for application of research outcomes;
  - Deciding on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.
2. To contribute to teaching and learning programmes in the School and to supervise postgraduate research students if required.
  3. To act as research team leader including:
    - Mentoring colleagues with less experience and advising on their professional development;
    - Coaching and supporting colleagues in developing their research techniques;
    - Supervising the work of others, for example in research teams or projects;
    - Developing productive working relationships with other members of staff;
    - Co-ordinating the work of colleagues to ensure equitable access to resources and facilities;
    - Dealing with standard problems and help colleagues to resolve their concerns about progress in research.
  4. To routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences.
  5. To plan, co-ordinate and implement research programmes including:
    - Managing the use of research resources and ensure that effective use is made of them;
    - Managing research budgets; including planning, organising and budgeting travel and fieldwork in relation to research, as required;
    - Managing data collection and storage, in accordance with institutional requirements and current policies;
    - Helping to plan and implement commercial and consultancy activities;
    - Planning and managing own consultancy assignments.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Research Fellow role profiles.

## **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/ Qualifications	<p>Be a nationally recognised authority in the philosophy, history or social studies of biomedicine.</p> <p>PhD or equivalent in a related field of study.</p>	
Skills and Understanding	<p>Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies.</p> <p>Record of research output in nationally recognised publications.</p>	<p>Experience in conducting ethnographic studies on scientific research.</p> <p>Experience in conducting interviews and analysing transcripts.</p> <p>Knowledge of philosophical, historical and/or sociological literature on biomedicine.</p>
Prior Experience	<p>Experience of writing and submitting research papers to international journals as a sole or lead author.</p> <p>Experience of presenting at international conferences.</p> <p>Experience of teaching at undergraduate level.</p> <p>Experience of managing research projects and research teams.</p> <p>Successful in obtaining grant funding.</p>	<p>Experience of organising research events (workshops, seminars or conferences) and hosting international scholars.</p> <p>Experience of planning, organising and successfully conducting fieldwork in scientific laboratories.</p> <p>Experience of postgraduate teaching and supervision. Experience of acting as principal investigator on research projects.</p>
Behavioural Characteristics	<p>Excellent written and verbal communication skills.</p> <p>Able to communicate complex and conceptual ideas to a range of groups.</p> <p>Evidence of the ability to collaborate actively within the Institution and externally to complete research projects and advance thinking.</p> <p>Able to participate in and develop external networks.</p> <p>Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.</p> <p>Able to balance the pressures of research, administrative demands and competing deadlines.</p>	<p>Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.</p>

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Sabina Leonelli, telephone (01392 725137) or email [S.Leonelli@exeter.ac.uk](mailto:S.Leonelli@exeter.ac.uk).

## **Additional Information Relating to the Post**

### **Salary**

The starting salary will be from £32,590 per annum up to £36,661 per annum on Grade F, depending on qualifications and experience.

An increment will be payable on 1<sup>st</sup> August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information. Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

**Application Procedure and Interview Information**

The closing date for completed applications is **Tuesday 29<sup>th</sup> April 2014**. Interviews are expected to take place on Tuesday 27<sup>th</sup> May 2014.

**Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.