

THE POST

College: Humanities (<http://humanities.exeter.ac.uk/>)

Post: Associate Research Fellow

Reference No: P47683

Grade: E

HERA: ARF

Reporting To: Henry French

Responsible For: -

The above part-time post is available from 1st November 2014 to 31st December 2016 at 7 hours per week in the College of Humanities.

Job Description

Main purpose of the job and how to apply:

This post will be based at University of Exeter, as part of the History department's collaboration with University of Hertfordshire's AHRC-funded First World War Engagement Centre. The Centre aims to connect and encourage academic and community research on the First World War as part of the centenary. Everyday Lives in War will help communities to research the effects of war on daily life between 1914 and 1918, and the legacies of the conflict. The Centre has particular expertise in research themes such as: FWW food and farming; theatre and entertainment; conscientious objection and military tribunals; supernatural beliefs; childhood and family relationships; cartoons, trench publications and popular culture. The post is offered from 1st November 2014 for 26 months part-time. Applications from all humanities and social science fields are welcome.

Main duties and accountabilities:

1. To undertake research as appropriate to the field of study including:
 - Writing up research work for publication in journals of international/national standing;
 - Developing research objectives and proposals for own or joint research;
 - Making presentations at local, regional and national workshops and conferences;
 - Dealing with problems which may affect the achievement of research objectives and deadlines;
 - Analysing and interpreting the results of own research and generating original ideas based on outcomes;
 - Using new research techniques and methods;
 - Experience of working independently and managing a varied workload

2. To work with community history and third-sector organisations:
 - Knowledge of national and regional activities around the FWW centenary
 - Some experience of working with HLF-funded projects
 - Excellent communication skills in varied registers, in order to work effectively with community history groups and heritage organisations
 - Experience of working in public history contexts; organising events involving community participants and third-sector organisations

- Experience of creating online material for a range of audiences
3. To work in collaboration with colleagues within the FWW Engagement Centre as appropriate to the field of study including:
 - Contributing to collaborative decision making;
 - Contributing to the production of collaborative research reports and publications.
 - Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.
 4. To communicate complex information, orally, in writing and electronically.
 5. To contribute to the planning of research projects.
 6. To use research resources, laboratories and workshops as appropriate and to take responsibility for conducting risk assessments, reducing hazards and for the health and safety of others.
 7. To monitor research budgets as appropriate.
 8. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in field of study or specialism and for developing skills.

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

Competency	Essential	Desirable
Attainments/Qualifications	PhD (or nearing completion) or equivalent in the FWW and its legacies, centenaries and commemoration, or public history.	
Skills and Understanding	Sufficient knowledge in the discipline, and of research methods and techniques to carry out their research programme. Excellent command of English and other languages necessary for the realisation of their project.	Evidence of research activity and published research. Interest in and sympathy with the activities of community history groups and heritage organisations
Prior Experience	Background in a discipline appropriate to the proposed research project.	Experience of working in public history contexts
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate material of a specialist or highly technical nature. Able to manage research and administrative activities and to balance the competing pressures of different demands and deadlines. Able to work with colleagues to produce collaborative work. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration. Able to identify potential sources of funding.	Able to demonstrate communication skills in varied registers, in order to work effectively with external organisations including community history groups and heritage organisations

	Actively participate as a member of a research team Engage in continuous professional development. Understand equal opportunity issues as they may impact on areas of research content	
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Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Prof. Henry French, Head of History, at H.French@exeter.ac.uk or on 01392 724184.

Additional Information Relating to the Post

Salary

Salary will be circa £26,274 pro rata on Grade E.

An increment will be payable on 1 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 7 hours per week worked by arrangement with your line manager.

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

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: 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.

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. **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) for further information.

Further information about Pension Salary Exchange is available from the Human Resources website 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 **2 October 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.