**Job Description**

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| Job Title: | Research Fellow |
| Faculty/Department: | Science and Engineering / Geography |
| Reporting to: | Dr Pauline Deutz |
| Duration: | Fixed term, 3 years |
| Job Family: | Academic |
| Pay Band: | 6 |
| Benchmark Profile: | Research Band 6 |
| DBS Disclosure requirement: | n/a |
| Vacancy Reference: | FS0344 |

**Details Specific to the Post**

**Background and Context**

These positions have arisen as a result of a successful application for an EU-funded Marie Skłodowska-Curie Actions (MSCA) Innovative Training Networks (ITN) programme on *‘Circular Economy: sustainability implications and guiding progress(CRESTING)’*. CRESTING will bring together 15 Early Stage Researchers (ESRs) based in eight universities across six EU countries. Each ESR will research a specific topic relating to a different aspect of establishing and understanding the Circular Economy.

ESRs will have a full contract of employment and will be studying for a PhD as part of their employment for a period of three years. ESRs carry out a secondment at a partner institution carefully selected to complement and participate in the execution of their project. The project partners include national and local government deparments, manufacturing and IT companies, NGOs and the Universities of Ibadan and Nanjing. The ESRs based in Hull will work with the City of Hull, or EMS Ltd (Environment & Management Solutions, an award winning local charity). All ESRs have multidisciplinary and international supervisory teams. To further the multidisciplinary training, ESRs will spend time at the university of their co-superviser. The Hull ESRs will visit the University of Graz, Austria or the New University of Lisbon, Portugal. Each ESR will help devise their own career development plan to maximise their benefits from training provided by CRESTING. This multidisciplinary, intersectoral and international training will enable the ESR to develop the necessary skills to devise, undertake and communicate research with a significant socio-economic impact.

The successful candidates will be based at the University of Hull in the School of Environmental Sciences joining. ESR 4.1 and 4.2 will be supervised by Dr Pauline Deutz; ESR 4.3 will be supervised by Prof Andy Jonas.

**Applicants need to fully comply with the three eligibility criteria**:

1. **Early Stage Researcher (ESR):** ESR are those who, at the time of recruitment, are in the first four years (full-time equivalent) of their research careers. This time is measured from the date when they obtained the degree which formally entitles them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate was envisaged. Apart from the Hull, all the universities in CRESTING require masters degrees for participation in a PhD.
2. **Conditions of international mobility of researchers:** Researchers are required to undertake trans-national mobility (i.e. move from one country to another) when taking up the appointment. At the time of appointment by the host organisation, researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 3 years immediately prior to their recruitment. Short stays, such as holidays, are not taken into account.
3. **English language**: Network fellows (ESRs) must demonstrate that their ability to understand and express themselves in both written and spoken English is sufficiently high for them to derive the full benefit from the network training. Non-native English speakers are required to provide evidence of English language competency before the appointment is made. An IELTS score of 6.5, or equivalent, is the minimum requirement.

**Benefits and salary**

The MSCA-ITN programme offers a highly competitive and attractive salary and working conditions. The successful candidates will receive a salary in accordance with the MSCA regulations for early stage researchers. Exact salary will be confirmed upon offer and will be based on a Living Allowance of €3110/month to be paid in currency of country where based and with a correction factor to be applied per country + mobility allowance of €600/month. Additionally researchers may also qualify for a family allowance of €500/month depending on family situation. Taxation and Social Contribution deductions based on National and Institutional regulations will apply and will be deducted from the gross payment highlighted above. In addition to their individual scientific projects, all fellows will benefit from further continuing education, by registering for a PhD degree, active participation in workshops and conferences, and secondments to partner institutions.

### Specific Duties and Responsibilities of the post

1. Developing and carrying out the research project relating to the relevant ESR (4.1, 4.2 or 4.3), including the collection and analysis of data, writing up and presentation or results

2. Actively participating in all relevant network activities as advised by supervisor, including secondments and other training activities

3. Attending project meetings and workshops which will involve travel across and potentially beyond the EU

4. Working with supervisors to devise personal career development plan, which will be developed throughout the project and against which progress will be measured; this process may identify additional training required beyond that provided within the project

5. Writing up results for publication and attending suitable conferences for their dissemination

6. Contributing to the communication and dissemination of the project to both academic and stakeholder audiences. This will include written communications, public speaking and the use of social media

7. Ensuring good day-to-day progress of work, and maintaining good records

8. Complying with the requirements (meetings, progress, internal reporting) associated with being a PhD student at the University of Hull.

8. Working both independently and also as part of a larger team of researchers, including interacting with and providing assistance to other staff in the research group and engaging in knowledge-transfer activities where appropriate and feasible

9. Follow the ethical guidelines as proscribed by the EU and in accordance with the policies of the supervising universities, secondment hosts and any other relevant bodies

10. Comply with the project data management plan, which will be devised in accordance with EU open access and data management requirements

**How to apply**

Your application should comprise your CV and a covering letter. The letter needs to explain:

• How you meet the essential criteria (and desirable, if relevant) in the Person Specification:

• Why you are interested in this opportunity.

Please also include with your application:

• A copy of the certificate for your highest degree;

• A copy of your passport (photo page); and

• The names and contact details of three referees (at least two of these should be from someone with direct knowledge of your academic abilities; the third could be from an employer).

If you are applying for more than one of the 15 posts, please rank them in order of preference in your covering letter.

Applications should be made by email to cresting@hull.ac.uk.

The closing date for applications: Midnight (UK time) 28th March 2018.

## What happens next?

Once you have submitted your application, it will be reviewed and shortlisted candidates will be contacted. Interviews will be held in April 2018 and are likely to take place by Skype/Video Conferencing. Shortlisted candidates will be asked to provide copies of all degree certificates and official transcripts of courses studied. Appointments will be conditional on the provision of certificates and other documentation as required to evidence that all eligibility criteria have been met.

## Equality, Diversity and Inclusion

We're committed to eliminating discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process, shortlisted candidates will be asked to complete an optional Equality and Diversity survey.

## Contact Information

For further details or to discuss the posts please contact Dr Pauline Deutz [p.deutz@hull.ac.uk](mailto:p.deutz@hull.ac.uk)

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This is an entry level post and may be suitable for those planning to train and develop their research skills so that they may take on a more senior research post in the future.

Research Staff at this level will assist an individual research leader or team to carry out a particular study or studies.

The research assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

The main focus of the work will involve the generation or collection of data using standard methods which have been developed by others. The role holder will assist with analysis and interpretation of results and the drafting of research reports and publications.

**Main Work Activities**

1. Pro-actively contribute to the research project and conduct own research to include:

* Gather, prepare, analyse and interpret data
* Conduct literature and database searches
* Write up and present own research results

1. Contribute to the management of research projects to include:

* Contribute to the planning of projects
* Plan own research activity within the framework of the agreed programme

1. Prepare reports and papers describing the results of the research for both internal and external publication to include:

* Contribute to the production of research reports and publications
* Present information on research progress and outcomes to bodies supervising research

1. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University

* Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
* Actively participate as a member of the research team which will involve attending and contributing to relevant meetings.

1. Provide guidance as required to support staff and any project students who may be assisting with the research.
2. Demonstrate evidence of own personal and professional development including:

* Appraisal, induction and performance reviews
* Participation in training and development activity
* Maintenance of links with professional institutions and other related bodies

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**PERSON SPECIFICATION – Research Band 6**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Working towards a PhD in relevant discipline as part of this post   BA/BSc Geography or related discipline (minimum equivalent to a UK 2:1): A wide range of degree subjects is accepted for this multi-disciplinary and interdisciplinary network.  Training in one or more social science research method(s) | * Masters or an equivalent level of professional qualifications or experience in a related discipline, or interdisciplinary field. * Training in the environment/sustainability including evidence of training in related aspects such as policy, governance, business, management, economics, human geography, public administration. * Training in both quantitative and qualitative social science research methods (including use of software such as SPSS, excel, NVIVO) * Training in research design and methodology | Application  Interview  Other |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Experience of research, e.g., undergraduate or masters dissertation, class project, internship * Data collection * Analysis and interpretation of results * Drafting research reports, participating in scientific conferences and contributing to drafting scientific publications | * Good mark in dissertation/thesis * Relevant non-academic work experience | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of :**   * Collaborative working and networking to enhance and develop research * Ability to communicate effectively in English (written and verbal) (min IELTS level 6.5 (min 6 in all areas) or equivalent for non-native speakers | * Membership of Departmental Research Committee or equivalent | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:**   * An expectation to positively contribute to University activities and initiatives including open days, graduation ceremonies etc and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities * Continuous Professional Development. |  | Application  Interview  Other |