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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| School/Department: | |  | | --- | | ESRC Centre for Population Change, Social Sciences | | | |
| Faculty: | Social Science | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Dr Paul Bridgen / Professor Traute Meyer | | |
| Posts responsible for: | None | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| This project will investigate the situation today of retired migrants from the *first* post-war wave of intra-EU migration, comparing those who stayed in their host country with those who returned, using data obtained from the Survey of Health, Ageing and Retirement in Europe (SHARE). In this context the purpose of the job is:  To undertake data analysis on the SHARE data set according to specifications defined by the project leaders.  To do secondary data collection on the same topic, guided by the project leaders.  To contribute to the analysis of the data.  To participate in discussions about the findings with project leaders and international participants. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To carry out literature searches and prepare literature reviews. | 10% |
|  | To attend project meetings and to document procedures. | 5% |
|  | To lead in the preparation, coding and analysis of the SHARE data. | 65% |
|  | To assist in the writing of a report. | 10% |
|  | To participate in the project workshop, which will bring together representatives to report from ten countries. | 5% |
|  | To work collaboratively with other members of the ESRC Centre for Population Change, including contributing to internal research meetings and seminars. | 5% |

| Internal and external relationships |
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| The post holder will be based in the centre for Population Change at the University of Southampton unless away on fieldwork. The post holder will work under the direction of Dr. Paul Bridgen and Professor Traute Meyer (University of Southampton), The post holder will be expected to collaborate with other participants in the project and other researchers based at the Centre for Population Change. The post holder will be expected, whenever possible, to contribute to the activities of the Centre, including seminar attendance, the organisation of seminars, and the attendance at AGMs.  External: the post holder will be expected to collaborate with other researchers based at the Centre for Population Change’s partner Universities. |

| Special Requirements |
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| May be required to attend national and international conferences for the purpose of disseminating research results.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD qualification or equivalent professional qualifications in a related discipline.  Detailed understanding and knowledge of quantitative data analysis.  Experience of secondary data analysis using relevant software (eg. SPSS, STATA) | Experience of analysing SHARE data.  Research interests in European migration patterns. | Application & Interview |
| Planning and organising | Ability to work independently and as part of a team.  Ability to work to deadlines  Ability to take on day-to-day responsibility for fieldwork and data analysis |  | Application & Interview |
| Problem solving and initiative | Ability to assist in the conceptualization of research themes and to carry out fieldwork and data analysis under own initiative. |  | Application & Interview |
| Management and teamwork | Ability to work as part of a team  Able to contribute to School/Department management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application & Interview |
| Communicating and influencing | Excellent verbal and written communication skills  Ability to collaborate in writing research reports, policy briefings, abstracts and articles. | Ability to communicate with others in the research team and the wider Centre for Population Change | Application & Interview |
| Other skills and behaviours | Word processing, internet and bibliographic search skills and bibliographic software (e.g. Endnote).  Positive attitude to colleagues and students |  | Application |
| Special requirements |  |  | Application and interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |