

# Job Description and Person Specification

## JOB DESCRIPTION

Post title:	<b>Research Fellow (Digital Stories Project)</b>		
School/Department:	Southampton Education School		
Faculty:	Faculty of Social Sciences		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	4
*ERE category:	Research pathway		
Posts responsible to:	Professor Sarah Parsons		
Posts responsible for:	N/A		
Post base:	Office-based + Research Fieldwork		

Job purpose
To undertake research and engagement activities in accordance with the specified research project under the supervision of the award holder.

Key accountabilities/primary responsibilities	% Time
1. To develop and carry out the planned activities of a research project, under supervision of the Principal Investigator.	50%
2. Lead the data collection and report writing for the project, and disseminate findings by preparing materials for presenting results at conferences, or exhibiting work at other appropriate events.	25 %
3. Collaborate on original research tasks with colleagues in other settings.	10 %
4. Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.	10 %
5. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

#### Internal and external relationships

Direct responsibility to holder of research award or academic supervisor.  
May have additional reporting and liaison responsibilities to external funding bodies or sponsors.  
Collaborators/colleagues in other work areas and institutions.

#### Special Requirements

To be available to participate in fieldwork as required by the specified research project, including travel to research sites within Southampton / Hampshire.  
To attend national conferences / events for the purpose of disseminating research results.  
The successful candidate will need to undergo a DBS check.

*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

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Postgraduate taught or research qualification (MSc / MEd / MA/ MRes / MPhil) or equivalent professional qualifications and experience in social science research.  Understanding and knowledge of inclusive educational provision, including autistic children.	PhD in Education / Social Science / Psychology  Knowledge of early years education  Experience of working in a research team / completing a research project	CV Interview
Planning and organising	Able to organise own research activities to deadline and quality standards		Application
Problem solving and initiative	Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop and implement original techniques/methods		CV
Management and teamwork	Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development		CV Application
Communicating and influencing	Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Build trusting and respectful relationships with community partners and communicate with them clearly and with sensitivity  Able to present research results at group meetings and conferences  Able to write up research results for research reports  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes		CV Interview
Other skills and behaviours	Confidence and experience in using software for the creation of digital artefacts  Understanding of relevant Health & Safety issues  Positive and inclusive attitude to colleagues, students, and all research collaborators and participants  Relevant knowledge and experience of inclusive educational environments, especially with regard to the needs of autistic children, and the practical and ethical issues that may arise when conducting research in these contexts.		CV Interview

Special requirements	Able to accommodate a variable work pattern if needed Able to attend national conferences to present research results Able to travel regularly to fieldwork settings for data collection		Interview
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## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.

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			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## 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)			
<b>PHYSICAL ABILITIES</b>			
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			
<b>PSYCHOSOCIAL ISSUES</b>			

Face to face contact with public		X	
Lone working			
## Shift work/night work/on call duties			