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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Senior Research Fellow** |
| School/Department: | ESPS / SSPC |
| Faculty: | Social Sciences |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Research pathway |
| Posts responsible to: | Professor of Sociology |
| Posts responsible for: | n/a |
| Post base: | Office-based |

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| Job purpose |
| To plan and deliver research in accordance with the specified research project under the supervision of the project Director. To undertake management and engagement activities. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Plan and deliver high quality research for the ESRC data linkage project, and project managing the research activity.  | 25 % |
|  | Establish a national reputation by sustaining the regular dissemination of findings through leading peer-reviewed publications, presenting results at conferences, or exhibiting work at other appropriate events. | 5 % |
|  | Develop and engage in research methodologies that add to the knowledge/understanding of the subject area.  | 30 % |
|  | Carry out management and administrative tasks associated with specified research funding, including risk assessment of project activities, organisation of project meetings and documentation and preparation of reports. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control.  | 25 % |
|  | Undertake liaison with external organisations including equipment manufacturers, steering committees, associated academic facilities and commercial users. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Responsibility to research award holder/project director. As a senior member of the project team, will coordinate the day-to-day activities of research in consultation with the project directors.Collaborators and colleagues in other work areas and institutions. |

| Special Requirements |
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| To be available to participate in fieldwork as required by the specified research project. To attend national and international conferences for the purpose of disseminating research results. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in sociology, social policy and/or web science Track record of published researchSignificant experience within survey data collection and analysisSignificant experience with qualitative data collection and analysis  | Knowledge of family studies and/or service intervention with families Knowledge of administrative data linkage, algorithms and risk modellingExperience of in-depth group data analysis | CV, application statement, and interview: presentation and discussion |
| Planning and organising | Proven ability to organise a range of high quality research activities to deadline and quality standards, ensuring plans complement broader research strategy |  | CV, application statement, and interview |
| Problem solving and initiative | Able to take the initiative in negotiations with research advisory group members, user gatekeepers, and research participantsAble to apply originality in modifying existing approaches to solve problems |  | Application statement and interview |
| Management and teamwork | Able to monitor and manage resources and budgetsWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application statement and interview |
| Communicating and influencing | Communicate new and complex information effectively and accessibly, both verbally and in writing, engaging the interest and enthusiasm of the target audienceTrack record of presenting research results at group meetings and conferencesAble to persuade and influence at all levels in order to foster and maintain relationshipsAble to resolve tensions/difficulties as they arise  |  | Application statement, and interview: presentation and discussion |
| Other skills and behaviours | Compliance relevant Health & Safety issuesPositive attitude to colleagues  |  | Interview |
| Special requirements | Able to attend national and international conferences to present research results |  | Application statement and interview |

**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |