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| Last updated: | <22/10/2020> |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| School/Department: | Business School | | |
| Faculty: | Social Science | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Associate Professor in Operations Management | | |
| Posts responsible for: | Conducting research on modelling and forecasting product returns and fraud rates | | |
| Post base: | Office-based | | |

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| Job purpose |
| To undertake research in accordance with the research project entitled “Forecasting and influencing product returns and fraud rates in a Covid-19 world” under the supervision of the interdisciplinary project team. To undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | | % Time | |
| --- | --- | --- | --- | --- |
|  | Explore relevant literature on retail returns and consumer behaviour models. Identify and analyse and potentially existing relevant data sets. | 5% | |
|  | Engage with our industrial partners through interviews and informal interactions to understand different product returns policies, system requirements, and help run stakeholder engagement workshops. | 10% | |
|  | Statistically analyse a consumer survey and product returns data to determine the correlation between variables, e.g. through regression analysis. | 10% | |
|  | Model consumer behaviour based on the collected survey data, retailer expertise and product returns data. | 15% | |
|  | Build a forecasting tool that allows stakeholders to explore various returns policy scenarios and the corresponding effects on product returns given the consumer behaviour model. | 30% | |
|  | Regularly disseminate findings by taking the lead in preparing publication materials for referred journals, presenting results at conferences, or exhibiting work at other appropriate events. | 10% | |
|  | Transcribe recorded interviews. | 5% | |
|  | Validate and test the created forecasting tool in collaboration with the industrial partners. | 5% | |
|  | Organise and document research team meetings. | 5% | |
|  | Any other duties |  | |

| Internal and external relationships |
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| The Research Fellow will have direct responsibility to the Principle Investigator (PI) at the Business School. Guidance will also be received from the other researchers on this project, some of which are from the School of Electronics and Computer Science.  External relationships are with our industrial partners, including retailers and retailer associations. |

| Special Requirements |
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| To attend national and international conferences for the purpose of disseminating research results; this may happen remotely due to the current global health situation.  *Applications for Research Fellow positions will also 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 or equivalent professional qualifications and experience in management science, economics, computer science, business analytics, web science or marketing  Experience in analytics, programming, use of machine learning techniques, system modelling and simulation (e.g. system dynamics or agent-based modelling) | Alternatively, a PhD in any other related area  Knowledge of:   * Retail management * Supply chain / logistics * Sustainability assessment * Developing machine learning algorithms   Experience in gathering expertise from stakeholders through interviews and workshops | CV and interview |
| Research skills and attitude | Experience in conducting academic research  Enthusiasm, curiosity and willingness to acquire new skills | Track record of relevant publications | CV and interview |
| Planning and organising | Able to organise own research activities to deadline and quality standards |  | CV and interview |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | CV and interview |
| Management and teamwork | Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes |  | CV and interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | CV and interview |
| Special requirements | Able to attend national and international conferences to present research results, potentially remotely |  | 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 |  |  |  |