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| Last updated: | 15 October 2021 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| School/Department: | Geography and Environmental Science | | |
| Faculty: | Environment and Life Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: |  | | |
| Posts responsible for: |  | | |
| Post base: | Office-based with some Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To undertake research in accordance with the ESRC-funded GCRF project ‘Water and Waste’ under the supervision of Prof. Wright and Dr. Shaw, the award holders in the School of Geography and Environmental Science, with support from Prof. Hill and Dr. Vaisanen (Social Science). To undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Carry out administrative tasks associated with specified research funding, particularly the archiving and documentation of primary data collected through the project. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. | 20 % |
|  | 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. | 20 % |
|  | Collaborate/work on original research tasks, particularly field data management, with colleagues at University of Ghana, Jaramogi Oginga Odinga University of Science and Technology, and the Victoria Institute for Research on Environment and Development International. | 20% |
|  | Analyse data concerning domestic food consumption and waste profiles, together with waste found in the environment as measured through transect surveys; analyse geospatial data to delineate off-grid areas of cities in Ghana and Kenya using a range of approaches | 20 % |
|  | Contribute to the writing of bids for research funding. | 5% |
|  | To develop and carry out an area of personal research. | 5% |
|  | Undertake training courses and other career/personal development opportunities (e.g., conference attendance, independent research work, engagement with student supervision or other forms in teaching under the direct guidance of a member of academic staff) | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Direct responsibility to Prof. Jim Wright and Dr. Pete Shaw; liaison with Prof. Allan Hill and Dr. Heini Vaisanen (Social Science).  May have additional reporting and liaison responsibilities to external funding bodies or stakeholders.  May be asked to serve on a relevant School/Department committee, for example research committee.  Collaborators/colleagues at University of Ghana, Victoria Institute for Research on Environment and Development International, and Jaramogi Oginga Odinga University of Science and Technology |

| Special Requirements |
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| Subject to pandemic-related travel guidance, to be available to participate in or support fieldwork in Ghana and Kenya as required by the specified research project.  Subject to pandemic-related travel guidance, 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 or equivalent professional qualifications and experience in quantitative human geography, waste management or quantitative social science  Knowledge of analysis and coding in statistical software, preferably Stata or R | Understanding and knowledge of household water access or waste management in developing countries  Knowledge of data management software (preferably SurveyCTO or Open Data Kit)  Knowledge of geospatial data handling and analysis | Cv, references and interview |
| Planning and organising | Able to organise own research activities to deadline and quality standards | Experience of research data management and archiving | Application, References 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 | Application, References and interview |
| Management and teamwork | 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 | Able to supervise work of junior research staff, delegating effectively | Application, References and 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. | Previous experience of working in a research team within a low or middle-income country context | Application, References and interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues or students |  | References and interview |
| Special requirements |  | Able to travel to Ghana and Kenya to support fieldwork | 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 | X |  |  |
| 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 | X |  |  |
| 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 | X |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |