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**JOB DESCRIPTION**

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| Post title: | **Research Fellow**  |
| Post number: |  |
| Academic Unit/Service: | History |
| Career pathway: | Education Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research focused |
| Posts responsible to: | Level 4 Lecturer and Principal Investigator (Professorial) |
| Posts responsible for: | Research Assistant for an AHRC funded project  |
| Post base: | Office-based |

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| Job purpose |
| You will be employed full time to help collect and interpret data from the National Archives. You will be expected to have the necessary linguistic and palaeographic skills, and a good understanding of late medieval or early sixteenth history, of the sources that illuminate the periods and of related issues in the economic, social and cultural history of the periods. You also need to be fully acquainted with the use of Microsoft Access databases. With the principal investigator and co-investigator you will help write an article based on some aspect of the project and be involved in the planning of a museum exhibition.  |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To identify relevant source material relating to the project | 5 |
|  | To input source material into a database | 50 |
|  | To co-author written work based on the project  | 20 |
|  | To prepare and give conference presentations based on the project  | 10 |
|  | To liaise fully with the project steering group  | 5 |
|  | To fully engage with other members of the research team | 5 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 |

| Internal and external relationships (including nature and purpose of relationships) |
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| The management team currently consists of Dr Craig Lambert and Professor Jon Adams. It has a steering board consisting of two University of Southampton academics and one external member. The project will fully engage with the third sector. This project will be also be run in collaboration with and attached to the Southampton Marine and Maritime Institute, an internationally recognised centre of excellence, enabling the successful applicant to engage with a large community of senior academics across the University and external research bodies. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | A PhD (or equivalent) in History or a related subject and knowledge of late medieval and/or Tudor history | Necessary linguistic and palaeographic skills and a research specialist in some aspect of the project | Application |
| Planning & organising | Able to organise research activities and progress a personal research plan and/or planEfficiency and organisation skills, including the ability to work to deadlines | Evidence of the completion of individual research projects  | Application/Interview |
| Problem solving & initiative | Able to develop understanding of long-standing and complex problems and applying specialist in-depth knowledge to solve themThe ability and readiness to develop, research and write materials based on the project | Evidence of publications | Application |
| Management & teamwork | Experience at undertaking team-based research projects and proactively work with colleagues to achieve outcomesAble to delegate effectively where appropriate, understanding the strengths and weaknesses of team members to build effective teamworkAble to formulate development plans for own staff to meet required skills | An interdisciplinary approach in research with a willingness to think across genre/subject boundaries | Application/Interview |
| Communicating & influencing | The ability to communicate new and complex information easily and effectively, both orally and in writing to audiences  | Evidence of conference presentations  | Application/Interview |
| Other skills & behaviours | The ability to work as an effective and collegial member of a team, with the communication and inter-personal skills needed to encourage co-operation and co-ordination of work | The ability to contribute to maintaining and raising the profile of the Department and the Faculty | Application/Interview |
| Special requirements | Experience in the use of IT for research | To take advantage of new technology | Application  |

**JOB HAZARD ANALYSIS**

**OFFICE-BASED POST**

If this post is an office-based job with routine office hazards (eg: use of VDU) no further information needs to be supplied.

**NON-OFFICE BASED POST**

If this post has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.

## - HR will send a full PEHQ to all applicants for this position.

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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: |  |  |  |
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| 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  |  |  |  |