

## THE POST

<b>College:</b>	<b>University of Exeter Business School</b> <a href="http://business-school.exeter.ac.uk/">http://business-school.exeter.ac.uk/</a>
<b>Post:</b>	<b>Associate Research Fellow</b>
<b>Reference No:</b>	<b>P49353</b>
<b>Grade:</b>	<b>E</b>
<b>HERA:</b>	<b>ARF</b>
<b>Reporting To:</b>	<b>Professor Lynne Oats</b>

The above full time post is available immediately in the University of Exeter Business School for a duration of 24 months.

### **Job Description**

Undertake research and administrative support for Professor Lynne Oats in relation to the FairTax project which has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 649439.

### **Main purpose of the job:**

To identify appropriate literature, develop appropriate qualitative methodologies and engage in data collection and analysis and dissemination of findings.

### **Main duties and accountabilities:**

1. To undertake research as appropriate to the field of study including:
  - Writing up research work for publication;
  - Developing research objectives and proposals for own or joint research;
  - Making presentations at national and international conferences and similar events;
  - Dealing with problems which may affect the achievement of research objectives and deadlines;
  - Analysing and interpreting the results of own research and generating original ideas based on outcomes;
  - Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio;
  - Using creativity to analyse and interpret research data and draw conclusions on the outcomes.
2. To work in collaboration with colleagues as appropriate to the field of study including:
  - Contributing to collaborative decision making within the research team;
  - Contributing to the production of collaborative research reports and publications.
  - Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.
3. To communicate complex information, orally, in writing and electronically.
4. To contribute to the planning of research projects.
5. To use research resources, laboratories and workshops as appropriate and to take responsibility for conducting risk assessments, reducing hazards and for the health and safety of others.

6. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in the field of study or specialism and for developing skills.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Research Fellow role profiles.

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	PhD (or near completion) or equivalent in tax law, regulation or a related field of study.	
Skills and Understanding	Sufficient knowledge in the discipline and of qualitative research methods and techniques to work within established research programmes.	Evidence of research activity and published research.
Prior Experience	Experience of conducting risk assessments and understanding of health and safety legislation	
Behavioural Characteristics	<p>Excellent written and verbal communication skills.</p> <p>Able to communicate material of a specialist or highly technical nature.</p> <p>Able to manage research and administrative activities and to balance the competing pressures of research and administrative demands and deadlines.</p> <p>Able to liaise with external partners, colleagues and students.</p> <p>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</p> <p>Actively participate as a member of a research team.</p> <p>Engage in continuous professional development.</p> <p>Understand equal opportunity issues as they may impact on areas of research content.</p>	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Professor Lynne Oats, Professor of Taxation and Accounting, telephone (01392 726267) or email [L.M.Oats@exeter.ac.uk](mailto:L.M.Oats@exeter.ac.uk).

## **Additional Information Relating to the Post**

### **Salary**

The starting salary will be from £25,513 up to £28,695 on Grade E, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information. Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **Tuesday 30 June**. Interviews are expected to take place on 13 July 2015.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.