

THE POST

College:	College of Social Sciences and International Studies (http://socialsciences.exeter.ac.uk/)
Post:	Postdoctoral Research Fellow in Gulf Studies
Reference No:	P52750 & P52751
Grade:	F
HERA:	RFEL
Reporting To:	Marc Valeri, Director of Gulf Studies

The above full-time post is available on a fixed term basis from 1 October 2016 to 30 September 2018 in the College of Social Sciences and International Studies.

Job Description

Main purpose of the job:

The Centre for Gulf Studies, which is the oldest research centre in the United Kingdom dedicated to the study of this strategically vital region, is seeking to recruit two postdoctoral researchers whose areas of specialisation fit and complement the research interests of our academics.

Main duties and accountabilities:

1. To conduct independent research and act as research team leader, and in so doing:
 - Enhance the Centre's international reputation through research publications of appropriate quantity and quality, and contribute to worldwide debate at national and international conferences;
 - Contribute to the further and on-going development of Middle Eastern Studies research in the Institute of Arab and Islamic Studies at Exeter, especially the area of Gulf Studies, and
 - Win research earnings through carefully prepared and successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.

This role includes:

- Acting as principal investigator on research projects;
- Developing research objectives, projects and proposals;
- Conducting individual or collaborative research projects;
- Developing new concepts and ideas to extend intellectual understanding;
- Developing ideas for application of research outcomes;
- Identifying sources of funding and contributing to the process of securing funds;
- Extending, transforming and applying knowledge acquired from scholarship to research and appropriate external activities;
- Writing or contributing to publications or disseminating research findings using media appropriate to the discipline;
- Making presentations at conferences or exhibiting work in other appropriate events;
- Assessing, interpreting and evaluating outcomes of research;
- Helping to plan and implement consultancy activities;

- Planning and managing own consultancy assignments;
 - Playing a full and active role in the Centre for Gulf Studies.
2. To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as good postgraduate research students, including:
- Mentoring and supporting colleagues with less experience in developing their research techniques, including postgraduate students, and advising on their professional development;
 - Communicating complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences;
 - Supervising the work of others, for example in research teams or projects;
 - Developing productive working relationships with other members of staff;
 - Co-ordinating the work of colleagues to ensure equitable access to resources and facilities.
3. Knowledge acquired from research translates to teaching; the successful candidate should be expected to contribute to teaching in modules relating to Gulf Studies. In due course, the candidate would design and deliver his/her own modules.

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.

We are very keen to sustain a strong academic community where people share and collaborate in research, and where students feel part of a vibrant academic culture. Therefore we expect that, in general, you will be physically present at the University at least four days a week during term time. This will enable you to become part of this community and be supported and enriched by it.

Person Specification

The successful applicant will have an independent research programme that will strengthen and complement the existing team at the Centre for Gulf Studies. He/she will be able to demonstrate the following qualities and characteristics:

1. PhD in any discipline in the Humanities, Social Sciences, Middle East Studies, Archaeology or related fields.
2. Be a nationally recognised authority in Gulf studies.
3. Requisite knowledge of their specialism to develop research programmes in this field.
4. A strong record of research outputs in recognised publications and plans for developing an international profile in the field.
5. A record in attracting research funding or a demonstrable potential to attract such funding.
6. Experience of teaching at undergraduate level and of managing research projects and research teams.
7. Experience of postgraduate teaching and supervision (desirable).
8. Teamwork skills to work in collaboration with existing group members.
9. An active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the Centre, the University and externally with other educational bodies, professional institutions and employers.
10. The attitude and ability to develop external networks and to engage in continuous professional development.
11. Excellent written and verbal communication skills.
12. Ability to balance the pressures of research and competing deadlines.
13. Ability to communicate complex and conceptual ideas to a range of groups.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Dr. Marc Valeri, Director of the Centre for Gulf Studies, telephone (01392724027) or email m.valeri@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Salary will be circa £33,574 per annum subject to knowledge, skills 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

Full time appointments are contracted to work a 36.5 hour week, over five days, to suit the requirements of the College, as notified by the College Dean. The hours of part-time staff are specified in the letter of 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.

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. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at www.uss.co.uk/members. 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 and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

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 **16 June 2016**.

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.