THE POST

College:	**Humanities**
Post:	**Postdoctoral Research Fellow in Digital Humanities**
Reference No:	**P55843**
Grade:	**F**
Reporting To:	**Associate Dean for Research and Knowledge Transfer**

The above full time post is available from 1ˢᵗ July 2017 in the College of Humanities on a permanent basis.

Job Description

Main purpose of the job:

The main purpose of the role is to contribute directly to the research enterprise of the College of Humanities, by devising and co-delivering and leading projects and publishing original research which apply the current and emerging conceptions, methodologies and tools of Digital Humanities. The objects of study, research themes and questions of the postholder may be rooted in any Humanities discipline but they will be an active and engaged participant in the Digital Humanities constituency.

The postholder will contribute to the development and delivery of the College's strategy for Digital Humanities, to the provision of guidance and training in concepts, methodologies and tools for students and staff and to the representation of Digital Humanities research across the institution and in the sector as a whole.

Duties and accountabilities of the specific role:

1. To initiate and contribute to digital research projects, acting as PI and/or CI and providing leadership to research teams and collaborators;
2. To advise on concepts, methodologies and tools, and give guidance on best practice in the design and development of research projects;
3. To raise awareness of and contribute to training in digital research concepts and methods among staff, students at all levels and external partners.;
4. To contribute to Exeter's community of practice in Digital Humanities through close collaboration with academic colleagues and other members of the Digital Humanities team;
5. To maintain up-to-date knowledge of available technologies and identify where these can contribute to the research of the College;
6. To make a significant contribution to the wider Digital Humanities constituency through participation and engagement with cross-institutional initiatives and projects;
7. To contribute to teaching and training programmes in Digital Humanities in the College, and to supervise postgraduate research students with a strong Digital Humanities component to their research.

Main duties and accountabilities of Research Fellows:

1. To undertake research as appropriate to the field of study. The responsibilities may include all or some of the following:

- Acting as principal or co- investigator (as appropriate) on research projects;
- Developing research objectives, projects and proposals;
- Conducting individual or collaborative research projects;
- 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;
- Developing new concepts and ideas to extend intellectual understanding;
- Resolving problems of meeting research objectives and deadlines;
- Developing ideas for generating income and promoting research area;
- Developing ideas for application of research outcomes;
- Deciding on /following research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.

2. To contribute to teaching and training programmes in the College and to supervise postgraduate research students.

3. To act as research team leader including:

- Mentoring colleagues with less experience and advising on their professional development;
- Coaching and supporting colleagues in developing their research techniques;
- 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;
- Dealing with standard problems and help colleagues to resolve their concerns about progress in research;

4. To routinely communicate 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 research to sponsors and at conferences.

5. As determined by the nature of the project and the level of responsibility (i.e. as PI or CI), to plan, co-ordinate and implement research programme activity including:

- Managing the use of research resources and ensuring that effective use is made of them;
- Monitoring and reporting on the use of research budgets;
- Helping to plan and implement commercial and consultancy activities;
- Where appropriate, to plan and manage own consultancy assignments.

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

Competency	Essential	Desirable
Attainments/Qualifications	PhD or equivalent qualification/experience in a related field of study.	Be a nationally recognised authority in the subject area.
Skills and Understanding	Possess sufficient specialist knowledge in the discipline to develop/follow research programmes and methodologies. Record of research output in high quality publications.	
Prior Experience	Experience of managing research projects and research teams.	Experience of undergraduate /postgraduate teaching and supervision. Experience of acting as principal investigator on research projects.

Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Evidence of the ability to collaborate actively within the Institution and externally to complete research projects and advance thinking. Able to participate in and develop external networks. Able to balance the pressures of research, administrative demands and competing deadlines.	Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

Informal Enquiries
Before submitting an application you may wish to discuss the post further by contacting Professor James Clark, Associate Dean for Research in Humanities and Chair of the College's Digital Humanities Strategy Group, email: j.g.clark@exeter.ac.uk or telephone: (01392) 725684.

Additional Information Relating to the Post

Salary
The starting salary will be from £33,943 within the Grade F band (£33,943 - £38,183).

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 **27th April 2017.** We expect to hold interviews in Exeter on **a date to be confirmed soon after shortlisting**.

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.