THE POST

College: College of Life and Environmental Sciences
Post: Postdoctoral Research Associate
Reference No: P57195
Reporting To: Prof Manuela Barreto

The above full time post is available from the 1st August 2017 for 4 years in the Department of Psychology, College of Life and Environmental Sciences.

Job Description

Main purpose of the job:

The successful applicant will work with Prof. Barreto on a number of research projects, new and ongoing, looking broadly at the effects of social disadvantage on health, wellbeing, motivation, and social relations.

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 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 new research techniques and methods;
   - 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 contribute to teaching and to be involved in the assessment of student knowledge including assisting in the supervision of student projects and in the development of student research skills.

3. To work in collaboration with colleagues as appropriate to the field of study including:
   - As a senior member of Prof Barreto’s research group, contributing to supervision and decision making within the group.
   - Contributing to collaborative decision making within the broader Social and Organizational Psychology research group;
   - Contributing to the production of collaborative research reports and publications, primarily with Prof Barreto and members of her research group.
   - Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.

4. To communicate complex information, orally, in writing and electronically.

5. To prepare proposals and applications to external bodies, e.g. for funding and contractual purposes

6. To contribute to the planning of research projects.
7. To use research resources, laboratories and workshops as appropriate and to take responsibility for reducing hazards and for the health and safety of others. Where appropriate, will also be responsible for conducting risk assessments.

8. To monitor research budgets as appropriate.

9. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in 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**

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<th>Competency</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Attainments/Qualifications</td>
<td>PhD (or nearing completion) or equivalent qualification/experience in Social Psychology or a closely related field of study.</td>
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<td>Skills and Understanding</td>
<td>Sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes.</td>
<td>Evidence of research activity and published research. Knowledge of the social psychological area of 'social stigma' and experience with longitudinal research and / or psychophysiological methods.</td>
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<td>Prior Experience</td>
<td>Understanding of health and safety legislation.</td>
<td>Experience of undergraduate teaching or supervision.</td>
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<td>Behavioural Characteristics</td>
<td>Excellent written and verbal communication skills in the English language.</td>
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<td>Able to communicate material of a specialist or highly technical nature.</td>
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<td>Able to manage research and administrative activities and to balance the competing pressures of research and administrative demands and deadlines.</td>
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<td>Able to liaise with colleagues and students.</td>
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<td>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</td>
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<td>Able to identify potential sources of funding.</td>
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<td>Actively participate as a member of a research team</td>
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<td>Engage in continuous professional development.</td>
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<td>Understand equal opportunity issues as they may impact on areas of research content</td>
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<td>Where appropriate to the role, willingness to undergo training in order to conduct risk assessments</td>
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<td>Circumstances</td>
<td>Willing to work flexibly to achieve project demands</td>
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Informal Enquiries
Before submitting an application you may wish to discuss the post further by contacting Manuela Barreto, Prof of Social and Organizational Psychology, telephone (01392-722674) or email m.barreto@exeter.ac.uk.

Additional Information Relating to the Post

Salary
The starting salary will be on Grade E, £26,052 to £32,958 per annum pro rata, points 23 to 31, subject to knowledge, skills and experience. Progression beyond point 27 is subject to performance in the role.

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 online 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 7th June 2017. We expect to hold interviews in Exeter on a date to be confirmed at a later date after closure.

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.