

THE POST

College:	Humanities
Post:	Postdoctoral Research Associate
Reference No:	P57933
Grade:	E
Reporting To:	Head of History

The above part-time post (60% FTE) is available from 1st November 2017 to 31st October 2018 in the College of Humanities.

Job Description

Main purpose of the job:

To conduct archival and oral history research, prepare literature reviews, assist with the preparation of grant applications, and conduct administrative tasks as necessary to support the project 'Population Control and the Emergency in India: The Shah Commission Regained.'

Main duties and accountabilities:

1. To undertake research as appropriate to the field of study including:
 - Conducting archival research;
 - Conducting oral history interviews;
 - Preparing literature reviews;
 - Writing up research work for grant applications and publication;
 - Assisting with the development of research objectives and proposals for the project;
 - 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 assisting with the generation of 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 work in collaboration with colleagues as appropriate to the field of study including:
 - Contributing to collaborative decision making within the research group;
 - 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 assist with the preparation of proposals and applications to external bodies, e.g. for funding and contractual purposes
5. To contribute to the planning of research projects.

6. To use research resources, equipment 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.
7. To monitor research budgets as appropriate.
8. 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

Competency	Essential	Desirable
Attainments/Qualifications	PhD (or nearing completion) or equivalent qualification/experience in a related field of study.	
Skills and Understanding	Sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes.	Evidence of research activity and published research.
Prior Experience	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 colleagues.</p> <p>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</p> <p>Able to identify potential sources of funding.</p> <p>Actively participate as a member of a research team Engage in continuous professional development.</p> <p>Understand equal opportunity issues as they may impact on areas of research content. Where appropriate to the role, willingness to undergo training in order to conduct risk assessments.</p>	

Circumstances	Willing to work flexibly to achieve project demands	
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Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.