

THE POST

College/Service:	College of Humanities
Post:	Leventis Postdoctoral Research Associate in Hellenic Studies
Reference No:	P61993
Grade:	E - spine point 28
Reporting To:	Head of Classics & Ancient History

Job Description

This is a three-year, fixed-term post within the Department of Classics and Ancient History, generously funded by the A. G. Leventis Foundation. The Postdoctoral Research Associate will be expected to undertake innovative research in Hellenic Studies, within the purview of one of the Department's research centres.

Main purpose of the job:

The main role of the Research Associate will be to carry out and publish research. The holder will give papers at seminars and conferences at Exeter and elsewhere, and will have access to a research allowance of £6,000 across the three years. She/he will organise an international conference to be held at Exeter at some point during the course of the post, for which £7,000 of funding will be provided. The Research Associate will also make a limited contribution to undergraduate/MA teaching (maximum expected to be 44 teaching hours per year), with an opportunity to design their own modules.

The research to be carried out can be on any aspect of ancient Greek culture (e.g. art, history, literature, medicine, philosophy, scholarship, social/political practice) that falls within either the [Centre for Hellenistic and Romano-Greek Culture and Society](#) or the [Centre for Knowledge in Culture in Antiquity and Beyond](#). Research synergies with other members of the Department are also desirable. For more information on research currently in progress, see the departmental [web-page](#).

The Research Associate will be provided with an office, a computer and full access to the university's computing and library facilities, as well as being assigned a mentor from within one of the centres. She/he will be considered a full academic member of the Department of Classics and Ancient History, will attend any relevant Department or assessment meetings, and participate fully in shared research meetings (e.g. the Department research seminar).

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 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:
 - 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.
 - Running an international conference on a subject within the Research Associate's research interests.
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

Competency	Essential	Desirable
Attainments/Qualifications	PhD 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	Experience of undergraduate teaching
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate material of a specialist or highly technical nature. Able to manage research and administrative activities and to balance the competing pressures of research and administrative demands and deadlines. Able to liaise with colleagues and students. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.	

	<p>Able to identify potential sources of funding.</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> <p>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	

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.