



THE POST

College:	College of Humanities
Post:	Impact Evaluation: Postdoctoral Research Fellow
Reference No:	P63391
Grade:	F
Reporting To:	Head of History

The above part-time 0.5FTE post is available from 3rd September 2018 for 12 months on a fixed term basis in the College of Humanities.

Job Description

To act as Impact Assessment (Postdoctoral Research Fellow) for Professor Henry French as part of the AHRC-funded 'Care for the Future' Theme Leadership Fellowship, under the overall direction of the Leadership Fellow, Professor Andrew Thompson. It will be based at University of Exeter for one year (full-time) between Sept. 2018 and Sept. 2019. The PDRF will research the progress and outputs of the 60+ research projects funded by the Theme, including collaborations and events resulting from the core funded activities, to inform the final end-of-award report to the AHRC, due after the completion of the Theme in Dec. 2019. This will require the PDRF to collect and collate information from Principal Investigators of the theme, collaborating academic and non-HEI institutions, including qualitative information on activities and attendees, published research outputs and other project productions, research into conventional/social-media coverage, quantitative performance data (such as website hits or estimated audience figures), and information about on-going or planned future activities.

Main purpose of the job:

The University is looking for a PDRF who will work with Professor Henry French, and the Theme Project Manager, Dr Susan Leedham, to research and collate information on all aspects of the programme including research project subjects areas, progress, findings and research outputs, collaborations with other AHRC Leadership Themes, public engagement activities (including media and social media activity), impact outside the HEI sector (nationally and internationally), audience profiles and participation levels, and subsequent research findings, collaborations or related research ventures.

The post-holder will have experience of participating in the administration or evaluation of research projects, including impact, research communication and research development. The post-holder should possess a PhD qualification. Subject knowledge in arts and humanities disciplines is desirable. Being a creative and enthusiastic communicator of research would also be desirable.

External liaison with partners, including government offices and funders is required in this role and a professional and confidential approach will be required. You should be highly organised and have proven excellent communication, IT, and administrative skills, being able to work independently as well as assisting with developing team working practices and ethos across a distributed team. You should also have some experience of communicating complex and conceptual ideas to a range of groups; participation in and development of external networks; and the ability to balance the pressures of research, administrative demands and competing deadlines.

Experience of working in a Higher Education environment and project management skills are essential. The successful applicant will be working closely with project coordinators from the research funding body (AHRC), award holders, and other partners involved in the Theme. The post holder will also support the Theme

Leadership Fellow with collating and organising publications/reports required by the sponsoring body (AHRC), and assist the Theme Leader with internal institutional reporting.

Main duties and accountabilities:

The post-holder will take responsibility for researching the success of the Care for the Future Leadership Theme. Their main duties will include:

- Conduct independent research of the theme. This will include, but is not limited to, assessing the success of the theme through exploration of: management and delivery of the theme, researcher development, research quality, impact and engagement and the theme’s outputs.
- Collate and present research findings in an accessible and coherent manner. The post-holder will be responsible for producing a written draft of the final report under the direction and input of Professor Thompson, Professor French and Dr Leedham.
- Work closely with Professors French and Thompson, and Dr Leedham to craft a clear, cohesive and convincing overarching narrative around the Theme that links together the different awards and articulates their collective and cumulative value and significance.
- To undertake such other duties as may be required from time to time in furtherance of the work of the Theme. This will involve the provision of additional support, when required, to the project manager to ensure the smooth running of the Care for the Future theme.
- To liaise as necessary with College and University staff where appropriate, including attendance at meetings if required.
- To develop a knowledge of the aims and activities of other divisions and teams within the College and the University.

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.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	PhD in a relevant field of study.	Knowledge of the Arts and Humanities, or a demonstrable interest
Skills and Understanding	<p>Demonstrable knowledge of the UK Higher Education structures, concepts and practices, including research funding bodies.</p> <p>Ability to create and implement project communication plans.</p> <p>Ability to participate in and develop links with a significant number of external partners.</p> <p>Excellent administrative and secretarial skills.</p> <p>Excellent diary management skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Good project management skills.</p>	<p>Experience of Web authoring</p> <p>Experience of budget planning and financial management.</p> <p>An understanding of higher education structures, concepts and practices, including research funding bodies.</p>

	<p>Ability to manage a heavy and diverse workload and prioritise tasks.</p> <p>Excellent IT skills, including Microsoft Office, and effective use of Web for information-gathering.</p> <p>Ability to learn new IT skills quickly.</p> <p>Good presentational skills, including oral and written.</p> <p>Excellent time management skills.</p> <p>Good analytical and problem-solving skills.</p> <p>Ability to organise and manage own workload.</p> <p>Proven ability to achieve goals and meet deadlines</p>	
Prior Experience	<p>Administrative and managerial experience.</p> <p>Experience of drafting high level documents and preparing reports.</p> <p>Experience of building and maintaining excellent working relationships with a wide range of partner organisations and institutions.</p> <p>Experience of monitoring budgets and understanding funding conditions.</p> <p>Experience of managing successful research projects.</p> <p>Experience in a similar post.</p> <p>Experience of working in a Higher Education environment.</p>	<p>Experience of working on large externally funded research projects.</p> <p>Experience of drafting strategy and policy documents and preparing reports.</p>
Behavioural Characteristics	<p>Ability to work flexibly and deal with frequent interruptions.</p> <p>Confidence, initiative and the ability to work with limited supervision.</p> <p>Ability to work successfully with several different teams of people.</p> <p>Patience and a good sense of humour.</p>	<p>Ability to work with people in diverse roles and of different backgrounds (e.g. scientists, engineers, artists, industry representatives).</p>

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.