



## 1 Advertisement

**Post Title:** Research Fellow

**School/department:** School of Education and Social Work, Department of Education

**Hours:** Part time hours considered up to a maximum of 0.4 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Fixed Term (ending 3 October 2022 - 3 January 2023 depending on FTE)

**Reference:** 8457

**Salary:** starting at £34,304, pro rata if part time

**Placed on:** 29 April 2022.

**Closing date:** 26 May 2022. Applications must be received by midnight of the closing date.

**Expected start date:** 1 July 2022 (Flexible)

We are seeking a part time Research Fellow to work as part of an ongoing funded project: *Gender on the higher education learning agenda internationally: Co-constructing foundations for equitable futures.*

The project, which runs from January 2021-December 2022 focuses on gender inclusion in higher education (HE) teaching in universities across five countries. The project is led by an established interdisciplinary team of academics from each university.

The appointed Research Fellow will be expected to contribute actively to all aspects of the ongoing progress of the research including project management, communication, stakeholder engagement, and taking a role in developing collaborative written and verbal dissemination.

The Research Fellow will join online international meetings and will work closely with project Research Assistants in India, Kazakhstan, Morocco, and Nigeria.

This is an online research project that will not involve international travel. The appointed Research Fellow will therefore need to be confident and competent in working online.

We are happy to consider applicants that are willing to commit to 0.2 FTE, 0.3 FTE or 0.4 FTE. Please note the FTE will determine the end date of the contract as follows:

- 0.4 FTE, end date of 03 October 2022
- 0.3 FTE end date of 07 November 2022
- 0.2 FTE end date of 3 January 2023

Please contact Tamsin Hinton-Smith, [j.t.hinton-smith@sussex.ac.uk](mailto:j.t.hinton-smith@sussex.ac.uk) for informal enquiries.

*Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.*

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome*

*applicants from all backgrounds.*

## **2. The School / Division**

Please find further information regarding the school/division at <http://www.sussex.ac.uk/global/>

### **CORE JOB DESCRIPTION**

<b>Job Title:</b>	Research Fellow in Education
<b>Grade:</b>	Research Fellow I, Grade 7
<b>School:</b>	Education and Social Work
<b>Location:</b>	Essex House
<b>Responsible to:</b>	Dr Tamsin Hinton-Smith, Principle Investigator and Head of Education
<b>Direct reports:</b>	
<b>Key contacts:</b>	As above.
<b>Role description:</b>	Research Fellow I is an early career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff.

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### **PRINCIPAL ACCOUNTABILITIES**

1. To engage in individual and/or collaborative research activity resulting in high-quality publications; and to develop research funding and knowledge exchange income individually or in collaboration with others.

### **KEY RESPONSIBILITIES**

#### **1. Research, Scholarship & Enterprise**

- 1.1 Contribute to the gender on the Higher Education Learning Agenda Internationally (GOTHELAI) research project in collaboration with the international team.
- 1.2 Analyse and interpret research findings and draw conclusions on the outcomes.
- 1.3 Take a central role in producing high-quality research outputs collaboratively with team members, for publication in recognised high-quality journals, and contribute to the School's REF submission.

- 1.4 Take a central role in the preparation of proposals and applications to external bodies, for example for funding purposes.
- 1.5 Individually and with colleagues, explore opportunities for knowledge exchange activity relating to the GOTHELAI project.
- 1.6 Build internal and external contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations relevant to the GOTHELAI project.
- 1.7 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

## **2. Contribution to School & University**

- 2.1 Attend and contribute to relevant departmental, School and project meetings.
- 2.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

## **4. Role-specific duties**

- 4.1 Communicating proactively with other team members in the international team, by email and online meetings.
- 4.2 Participation in team meetings and progress updates to project leadership team as required.
- 4.3 Contribution to project administration.
- 4.4 Interact positively and professionally with all project collaborators and participant

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- A PhD or equivalent scholarly or relevant professional activity
- Pursuing a line of independent research within a research group.
- Publishing research (either from a recently completed PhD or new original research).
- Other forms of externally recognised professional practice of creative output of a standing equivalent to regular publication of original research.
- Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.

- Evidence of successful engagement in teaching or supervision.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Postgraduate qualification or equivalent experience in relevant subject area to the research project (see role-specific criteria below).
2. Evidence of engagement in high-quality research activity.
3. Experience in qualitative and quantitative data analysis and dissemination.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work individually on own initiative and without close supervision, and as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. Excellent IT skills.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience and confidence developing and maintaining basic Wordpress sites or similar.
2. Experience and confidence utilising social media for professional purposes.

### **DESIRABLE CRITERIA**

1. Emerging track record of high-quality publications in reputable journals and other appropriate media of similar standing.
2. Experience of contributing to successful research funding applications.
3. Experience working as part of an international team