

Job Description and Person Specification

Job Title: Post-Doctoral Research Fellow

Job title	Post-Doctoral Research Fellow
Grade	6
Reports to	Senior Research Associate
Department	Department of Academic Research
Hours per week	35
Length of contract	12-month fixed term contract
Location: AKC/Home/Hybrid	Hybrid – Aga Khan Centre

Job Purpose Statement

The Postdoctoral Research Fellow will undertake research with the primary objective of revising and preparing their doctoral thesis for publication by the Institute of Ismaili Studies (IIS), ensuring that the work makes a significant contribution to the Institute's research priorities in Islamic and Ismaili studies. At the conclusion of the fellowship, the post holder will submit the revised manuscript to the IIS for consideration for publication.

Key Responsibilities

- Contribute to collaborative research projects and initiatives within the Department of Academic Research (DAR),
- Participate in teaching and teaching-related activities within the Department of Education (DoE), contributing through lectures, seminars, tutorials, assessment, curriculum development, and student support, as appropriate.
- Undertake other academic, research, or administrative duties appropriate to the role as assigned by the Department.
- Work collaboratively across departments and demonstrate flexibility in advancing the Institute's strategic aims, objectives, and priorities.

Academic duties

Research

- Undertake academic research within a defined project or under supervision

Teaching

- Deliver high-quality teaching under guidance of more senior academics. high-quality teaching under the at least the first stage, the Postgraduate Certificate in Academic Practice

Additional key role responsibilities

- Assist in the supervision of postgraduate students
- Undertake administrative tasks related to teaching, assessment, research and student support

The following are shared responsibilities across all academic roles at the IIS:**1. Intellectual Leadership (Teaching Excellence)**

Faculty are expected to demonstrate strong teaching skills across various formats, including lectures, seminars, and research supervision. Emphasis is placed on inclusive and engaging learning environments that reflect the diversity of the student body. Faculty also contribute to curriculum design and development.

2. Professional Achievement (Research and Scholarship)

Scholarly excellence is shown through publications, conference presentations, and leadership in original research projects. Faculty are encouraged to collaborate across disciplines and raise the Institute's academic profile through impactful contributions to Islamic studies.

3. Effective Service

Faculty contribute to the Institute and wider academic community through committee work, student support, and outreach activities. Engagement that supports underrepresented students and fosters inclusivity is especially valued.

4. Working effectively and cordially

Faculty are expected to work collaboratively and respectfully with colleagues and students, promoting a civil and inclusive academic environment. Collegiality is a key criterion for reappointment, promotion, and tenure.

5. Leadership and Values

Uphold and lead on the IIS values and principles.

6. IIS Working Practices

- Maintain compliance with all IIS policies and procedures
- Attend the Aga Khan Centre when required in accordance with the hybrid working policy
- Attend all mandatory training
- Demonstrate commitment to the IIS Equality & Diversity Statement and demonstrate a strong understanding of equal opportunities issues within a diverse and multi-cultural environment

'We are committed to creating an inclusive environment where everyone feels valued and respected. We welcome applications from all individuals regardless of age, disability, gender identity, marital status, race, religion or belief, sex, or sexual orientation. We

actively promote equality, diversity, and inclusion and are proud to be an equal opportunities employer'

Person Specification

Educational Qualifications:

Essential Criteria:

- A PhD in Islamic Studies or a closely related discipline, with a specialisation in one or more of the following areas:
 - Shi'i Studies
 - South Asian Studies
 - Central Asian Studies
 - Qur'anic Studies and Tafsīr
 - Islamic Theology and Philosophy
 - Islamic Intellectual History
 - or relevant field aligned with the Institute's research priorities.

Desirable Criteria:

- Clear plan to convert the doctoral dissertation into a peer-reviewed monograph.
- Working knowledge of Arabic and Persian

Knowledge and experience:

Essential Criteria:

- Demonstrate experience in producing high-quality, original academic research suitable for publication.
- Experience of teaching or supporting learning in higher education

Desirable Criteria:

- A record of scholarly publications.
- Experience of bibliographic and archival research.
- Experience of contributing to collaborative research projects.

Skills and abilities

Essential Criteria:

- Ability to work both independently and collaboratively as part of a multidisciplinary team.
- A proactive approach, demonstrating initiative and sound judgement.
- Professionalism, discretion, and diplomacy in dealing with colleagues and external partners.

Desirable Criteria:

- The ability to transform complex dissertation chapters into more engaging and accessible book chapters, which is important for making academic work understandable to a broader audience.

- Experience in managing research projects, including setting revision milestones, indexing, and delivering outputs on time, which are essential for ensuring that projects are completed efficiently and effectively.

Personal Qualities

- Commitment to and a strong understanding of equal opportunities issues within a diverse and multi-cultural environment

The following grade-specific behavioural competencies are essential for success in this role.

Working to a common purpose

Maintains focus on the Institute's overarching goals, understands and articulates their role and the organisation's core values and purpose.

Caring for our environment

Uses resources responsibly, avoids unnecessary duplication, and practices environmentally friendly behaviours at work and in the community.

Developing themselves and others

Takes ownership of personal growth by actively seeking learning opportunities, addressing personal blind spots, and learning from others' experiences, while also encouraging development in those around them.

Motivating and inspiring

Promotes a positive and respectful atmosphere by communicating constructively, maintaining optimism, and staying motivated through a strong focus on team success.

Delivering successful outcomes

Demonstrates accountability and initiative by understanding organisational goals, aligning personal objectives, and proactively identifying solutions and improvements to support overall success.

Valuing every voice

Communicates clearly and effectively, ensuring information is accessible to all, while fostering open dialogue through active listening, thoughtful questioning, and respectful challenge to support shared understanding.

Helping and supporting others

Offers support to colleagues, builds collaborative relationships across teams, and actively encourages inclusive participation in group activities and discussions.

Acting responsibly

Leads by example through taking on challenges, mentoring others with experience and knowledge, and proactively managing pressure in themselves and those around them.

About The Institute of Ismaili Studies (IIS)

The Institute of Ismaili Studies (IIS), established in 1977 and based in London, is a respected academic institution with an international mandate. It focuses on research and scholarship in Islam and Muslim societies, with a particular emphasis on Ismaili and Shi'i history and thought.

IIS is guided by a commitment to serving the needs of Ismaili Muslim communities and is overseen by a Board of Governors chaired by His Highness the Aga Khan.

Location

IIS is located at the Aga Khan Centre in London, a space designed to embody the values of openness, dialogue, and respect. The Centre features gardens, courtyards, and terraces reflecting the diversity of Muslim cultures and provides high-quality, collaborative spaces for students, scholars, and staff. More information is available at www.agakhancentre.org.uk.