UNIVERSITY OF SURREY

Research Role Profile

Job Title:	Research Fellow A

Responsible to:	School of Social Sciences Associate Head of School, Research

Responsible for:	Not applicable

Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research. Using initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Atten appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research. Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity. To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. The post holder may occasionally be required to supervise more junior research staff.

UNIVERSITY OF SURREY

Research Role Profile

Person Specification
The post holder must have: A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts
Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements
To be available to participate in fieldwork as required by the specified research project Must have permission to work in the UK

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
  - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

UNIVERSITY OF SURREY

Research Role Profile

Addendum This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.	
Job Title:	Postdoctoral Research Fellow in Politics and Sociology
Purpose and Position To develop new projects which support research quality, collaboration and impact across Politics and International Relations and Sociology within the School of Social Sciences, especially by contributing to external funding applications. The Fellow will work with colleagues from one or more of the disciplines' research centres and groups, connecting expertise with important political, social, cultural and policy challenges while developing an independent and sustainable research profile.	

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.	
	Essential/ Desirable
A PhD in politics, sociology or a closely related discipline, completed by the appointment start date.	E
A research agenda aligned with one or more of the research strengths, centres or groups in Politics and International Relations/Sociology, including European and British politics, contemporary geopolitics, public policy, criminology and criminal justice, digital societies, inequalities and diversities, families and the life course, wellbeing, media and communication, or sustainability.	E
Strong research and methodological capability appropriate to the relevant disciplines, including theoretical, qualitative, quantitative, comparative, empirical, computational, mixed-methods or participatory approaches, as relevant, and proficiency in appropriate analytical tools or programming languages.	E
Understanding of the research funding landscape and the ability to match research questions, expertise and partnerships to relevant funding opportunities.	E
Experience of contributing to funding applications, externally funded projects or multi-partner research collaborations. We also welcome experience of policy engagement, work with governments, institutions or organisations, community or professional partnerships, knowledge	E

UNIVERSITY OF SURREY

Research Role Profile

exchange, impact development, research datasets, advanced methodological approaches, or other forms of research uptake.	
Ability to conceptualise rigorous political, international relations, sociological or criminological research, develop appropriate research designs and contribute to persuasive scholarly narratives and competitive funding proposals.	E
Evidence of high-quality research outputs or a promising publication pipeline appropriate to career stage, and the ability to contribute to collaborative research and publications.	E
Excellent interpersonal, writing and coordination skills, with the ability to work collaboratively with senior academics, doctoral researchers and external partners.	E
A proactive approach to developing research opportunities and delivering agreed research and proposal commitments, supported by a credible plan to build a sustainable, externally funded research profile.	E
Commitment to research integrity, research ethics, responsible research and an inclusive, collegial research culture.	E
Experience of working in an interdisciplinary context would be desirable. Development of funding proposals may be in collaboration with other disciplines in the School of Social Sciences (Law, Economics, Politics and International Relations and Sociology).	D

Key Responsibilities
This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

• Identify research ideas, expertise, partners and opportunities across the Departments of Politics and Sociology, and help colleagues develop ambitious, fundable programmes addressing important political, social, cultural, environmental and policy challenges.
• Identify national and international funding opportunities aligned with the disciplines' strengths and partner needs; develop a targeted pipeline with academic leads and relevant University teams.
• Co-develop and coordinate proposals led by colleagues, contributing to research questions, theoretical and empirical design, methods, costings, work packages, impact plans, partnership development and scholarly narratives, and arranging review and submission milestones.
• Develop and undertake rigorous political or sociological research aligned with the disciplines' research strengths, centres and groups, contributing specialist theoretical, methodological or substantive expertise to collaborative programmes.
• Take substantive research roles in selected bids and projects, including literature reviews, archival or documentary research, interviews, surveys, case studies, ethnography, data collection and analysis, computational or comparative work, evaluation and other research activities appropriate to the project.
• Contribute to high-quality publications, research dissemination, policy and public

Research Role Profile

engagement, professional or community partnerships, and the development of evidence for impact.
• Work with Faculty Research and Innovation Office colleagues and University teams on eligibility, costings, resources, ethics, approvals and timely submission; connect projects with doctoral researchers and external partners where appropriate.
• Uphold research integrity, ethics, responsible research and good data management, and contribute to a supportive and inclusive research culture.
N.B. The above list is not exhaustive.