

RECRUITMENT PACK

**This document includes the following information:**

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form and attach the following 4 documents:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit www.ref.ac.uk

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

We recommend that you take a copy of this recruitment pack to help with your preparation.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation **AccessAble** who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 11 July 2019

Interviews are planned for: 26 July 2019

Expected start date: 1 September 2019, or as soon as possible thereafter



UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Senior Research Officer (ASR); Grade 8
Contract:	Fixed term, part-time (0.7FTE). This post is fixed term for two years until 31 August 2021 due to temporary funding for a specific project.
Hours:	A notional minimum of 25.2 hours per week
Salary:	£33,199 per annum, pro-rata (<i>pay award pending</i>)
Department/Section:	Language and Linguistics
Reports on a day-to-day to:	Principal Investigator of the project
Responsible to:	Head of Department (HoD)
Purpose of role:	To conduct research involving collecting and analysing data in relation to the BA GCRF Project: "Bring the outside in: Merging local language and literacy practices to enhance classroom learning and achievement". To co-ordinate activity of the project between the partner institutions and collaborators. To be involved in research activity in the UK and in Botswana, Tanzania and Zambia.

CONTEXT

The Department of Language and Linguistics is seeking to appoint a fixed-term, 0.7fte post-doctoral researcher in Linguistics until 31 August 2021 as part of a British Academy Global Challenges Research Fund Project recently awarded to Prof Nancy Kula, Dr Tracey Costley and Dr Hannah Gibson. The appointed candidate will work as part of a project team and be central in coordinating research activity with partners in Botswana, Tanzania and Zambia. The project with collaborators in the three countries involves investigating the role of multilingualism in enhancing the classroom experience of primary school learners with the goal of developing proposals feeding educational policy related to mediums of instruction.

The appointed candidate must have an interest in working in sub-Saharan Africa and conducting research in the region jointly with collaborators. An interest in or experience of multilingual classrooms, literacy practices and language policy in any context is an ideal foundation and essential for the role. The candidate should also have experience or an interest in organising events targeted at non-academic audiences to engage wider audiences and as a way of disseminating some of the findings of the project. The project aims to develop ethnographic case studies requiring data collection in different formats including questionnaires, focus groups, interviews, participant observations in schools, and audio and video recorded data. This will directly feed into the creation a body of data which reflects language use in practice, as well as a broader narrative about the way in which speakers navigate multilingual spaces in both formal and informal contexts and how these findings can inform best practice in education and also feed into more effective dissemination of socio-economic policies of development. As such, experience with collecting and analysing varied datasets (both qualitative and quantitative) will be crucial for the successful candidate. The candidate must hold a relevant doctoral level degree (PhD) in a related area of the project such as multilingualism, classroom language and literacy practices, language policy and practice or other related areas.

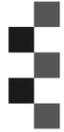
KEY RESPONSIBILITIES OF THE POST

- To engage in individual and/or collaborative research activity resulting in internationally excellent publications that is in keeping with [Research Excellence Framework](#) (REF) criteria.
- To contribute to applications for external research funding appropriate in scale to career stage and subject area norms where appropriate.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and supporting knowledge exchange activity.
- To undertake leadership duties related to research appropriate to career stage and as allocated by the HoD.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by their Head of Department.
- To work as part of a team to collect qualitative and quantitative data to facilitate ethnographic studies.
- To produce high quality research papers as well as contribute to developing a hub/resource bank for the project to curate other outputs such as blogs, discussion forums, open access research papers and teaching resources.
- To lead and be involved in the development of different data collection tools and methodologies to ensure quality data.
- To act as a co-ordinator of research activity between the different partners in the project to ensure coherence across teams.
- To co-ordinate the activities of research assistants in the partner institutions in Botswana, Tanzania, and Zambia and provide academic and pastoral support as may be appropriate.
- To engage with policy makers and stakeholders as part of the project's activity to development policy recommendations.
- To be involved in organising project workshops and contributing to the successful administration and management of the project.

MAIN DUTIES OF THE POST

Research

- To deliver the research objectives defined by the British Academy Global Challenges Research grant and research project.
- To undertake or manage practical elements of research such as setting up and conducting experiments, developing questionnaires and conducting fieldwork, recording data and identifying trends or patterns.
- To produce research outputs for publication at acceptable levels of volume and academic excellence and disseminate the result of research and scholarship through appropriate Knowledge Exchange activities (such as at relevant national and international conferences and scholarly publications not intended for the REF).



- To contribute to knowledge exchange activities within the wider academic community and other activities designed to ensure that appropriate impact of the research (outside academia) is achieved.
- To contribute to the development and maintenance of research resources (examples of which include household surveys, databases, specialist equipment and infrastructure, software packages and computer models) used within the Department or wider user community external to the Department.
- To, supervise and/or mentor postgraduate research students into relevant communities of research at Essex as appropriate to the departmental context to generate meaningful connections between research and education at Essex.

Leadership and Citizenship

- To play an active and constructive role in the Department and engage in activities beyond your own research team, (e.g. open days, staff meetings and relevant committees), as may be reasonably required by the Head of Department.
- To proactively participate in and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To support knowledge exchange activities, for example, by contributing to research projects funded by commerce, industry or public sector organisations.
- To engage in continuing professional development in relevant subjects/disciplines, incorporating the outcomes from research and scholarship, ensuring skills are up-to-date and applied in education and research.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

TERMS OF APPOINTMENT

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

UNIVERSITY OF ESSEX
PERSON SPECIFICATION

JOB TITLE: Senior Research Officer (ASR); Grade 8	POST REF: REQ02759
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
<ul style="list-style-type: none"> ■ Have completed a relevant doctoral level degree (PhD) in a related area of the project such as multilingualism, classroom language and literacy practices, language policy and practice or other related areas. 	X	
<ul style="list-style-type: none"> ■ Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate. 		X
EXPERIENCE/KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> ■ Evidence of a developing research agenda, engagement in high-quality research activity and a developing research profile. 	X	
<ul style="list-style-type: none"> ■ A developing record of publications in internationally recognised, reputable journals (and other media of similar standing) appropriate to career stage and discipline norms, or evidence of research outputs such as reports and briefings. 	X	
<ul style="list-style-type: none"> ■ Experience of, or the ability to, generate income to support research and/or knowledge exchange appropriate to career stage and discipline norms. 	X	
<ul style="list-style-type: none"> ■ Experience of working with developing and/or maintaining research resources used within a Department or wider user community external to the Department (examples include household surveys, databases, specialist equipment and infrastructure, software packages and computer models). 	X	
<ul style="list-style-type: none"> ■ Experience of contributing to small research programmes or defined areas of larger projects, and of developing research objectives and proposals. 	X	
<ul style="list-style-type: none"> ■ Demonstrable interest in working in sub-Saharan Africa and conducting research in the region jointly with collaborators. 	X	
<ul style="list-style-type: none"> ■ An interest in or experience of multilingual classrooms, literacy practices and language policy in any context. 	X	
<ul style="list-style-type: none"> ■ Experience or an interest in organising events targeted at non-academic audiences. 	X	
<ul style="list-style-type: none"> ■ Experience with collecting and analysing varied datasets (both qualitative and quantitative). 	X	
SKILLS/ABILITIES	Essential	Desirable
<ul style="list-style-type: none"> ■ The ability and willingness to engage in knowledge exchange and outreach activities. 	X	
<ul style="list-style-type: none"> ■ The ability and willingness to complement and enhance the research project/department/school's education and research strengths and areas of planned development. 	X	
<ul style="list-style-type: none"> ■ Strong communication skills, both written and verbal. 	X	

<ul style="list-style-type: none"> ■ An appreciation of the value of appropriate technologies in research and an ability and/or willingness to deploy these when relevant. 		X
PROFESSIONAL VALUES	Essential	Desirable
<ul style="list-style-type: none"> ■ A commitment to helping develop dynamic communities of research and education at the University. 	X	
<ul style="list-style-type: none"> ■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice). 	X	
<ul style="list-style-type: none"> ■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice. 	X	
<ul style="list-style-type: none"> ■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice. 	X	
<ul style="list-style-type: none"> ■ An acknowledgement of the wider context in which higher education operate. 	X	
<ul style="list-style-type: none"> ■ A willingness to participate in extra curricula departmental activities (e.g. supporting recruitment, welcome and employability). 	X	
ELIGIBILITY	Essential	Desirable
<ul style="list-style-type: none"> ■ The ability to meet UK 'right to work' requirements.* 	X	
<ul style="list-style-type: none"> ■ Ability and willingness to travel to Botswana, Tanzania and Zambia. 	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

ADDITIONAL INFORMATION

Department

You can find more information about the department at the following link:

<https://www.essex.ac.uk/departments/language-and-linguistics>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to the Project Principle Investigator, Prof Nancy Kula (e-mail: nckula@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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