Job title	Research Associate/Fellow	Job family and level	Research and Teaching Level 4 (Appointment will be Level 4 Career training grade where an appointment is made before PhD has been completed)
School/ Department	Music	Location	School of Humanities

Purpose of role

The role holder will collaborate on a research project investigating medieval practices of wordless singing, as recorded across a number of editions, catalogues and original archival documents. Working closely with the PI, they will compile data, transcribe texts, and translate this information into an innovative database.

The person appointed will be expected to use approaches, methodologies, and techniques appropriate to the area of research, including musical transcription and data entry protocols as established by the 'Cantus' research project.

The person appointed will have the opportunity to use their initiative and creativity to help shape research methods, and to identify areas for future research.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Area 1 The role-holder's primary responsibility is to manage the assembly and population of a database that will form the basis of future scholarly activity. They will be expected to: • Identify and compile materials for inclusion in the database. • Transcribe texts and melodies into standardised data formats. • Conduct background research, where necessary, in order to inform editorial decisions and corroborate findings. • Enter data into a MySQL database, maintaining appropriate procedures for proofreading and data validation. • Plan and manage this activity efficiently, reporting to the PI on a weekly basis. • Work using recognised approaches, methodologies, and techniques within the research area.	80%
2	Area 2 The role-holder will offer critical analysis and evaluation of the research findings, working with the PI to bring new insights to this research area and explore external relationships. They will be expected to:	20%

| | | Identify research problems as they arise, formulating appropriate solutions in collaboration with the PI. Conduct preliminary research into findings of particular interest, with a view to developing future research projects and funding bids. Engage with the wider research community, where necessary, identifying potential collaborators and areas for knowledge exchange. | |

Person specification

	Essential	Desirable
Skills	▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Fluency in reading, writing, and working with Western musical notation. ▪ Ability to analyse research data, critically evaluate research findings, and bring new insights. ▪ Attention to detail, with ability to produce accurate, appropriately formatted, proofread work. ▪ Ability to creatively apply relevant research approaches, models, techniques and methods.	▪ Ability to read medieval musical notations and navigate manuscript sources of plainchant. ▪ Ability to build relationships and collaborate with others, both internally and externally.
Knowledge and experience	▪ Some practical experience of applying the specialist skills and approaches and techniques required for the role. ▪ Experience in use of research methodologies and techniques to work within area.	▪ Experience of applying new approaches, models, techniques, or methods in research area. ▪ Previous experience with databases and the procedures of data entry.
Qualifications, certification and training (relevant to role)	▪ PhD or equivalent in relevant subject area or the equivalent in professional qualifications and experience in research area. ▪ OR near to completion of a PhD	

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people   Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership   Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking   Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride   Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive   Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

Line manager

> Dr Henry Parkes

Role holder

> **Research Associate/Fellow**