Role profile

Job title	Research Fellow (Title will be 'Research Associate' where an appointment is made before PhD is completed)	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	Politics and International Relations	Location	University Park

Purpose of role

The purpose of this role will be to have specific responsibility for research, and other logistical support to the principal investigator (PI) in carrying out academic research on a new project exploring the backgrounds and behaviours of French legislative candidates, funded by the Digital Society Project (http://digitalsocietyproject.org).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To plan and conduct research using recognised approaches, methodologies and techniques within the research area.	40%
2	To write up research work for publication and/or contribute to the dissemination at national/international conferences, resulting in successful research outputs.	20%
3	To provide support, guidance and supervision to other staff and students on the research team, where appropriate in own area of expertise.	20%
4	To develop research objectives and proposals for own and/or collaborative research area, as agreed with the PI.	5%
6	To analyse and illuminate data, interpret reports, evaluate and criticise texts and bring new insights to research area.	5%
7	To build relationships with both internal and external contacts in order to exchange information, to form relationships for future collaborations and identify potential sources of funds and/or opportunities for collaboration.	5%
8	To co-ordinate the operational aspect of research networks, for example, arranging meetings and updating web sites etc and contribute to collaborative decision making with colleagues in area of research.	5%

Person specification

	Essential	Desirable
Skills	▪ Ability to analyse data using Stata. ▪ Ability to navigate primary source documents and webpages in French (with or without the assistance of translation tools). ▪ Ability to engage in data collection and content coding. ▪ Ability to analyse and illuminate data and bring new insights. ▪ Ability to manage own time effectively. ▪ Ability to work collaboratively and provide leadership for other assistants on the research team, particularly via remote working. ▪ Excellent oral and written communication skills, including the ability to communicate with clarity and precision.	▪ Ability to create web scraping techniques using Python (or similar programming language). ▪ Ability to archive and organize webpages using Internet Archive/Wayback (or similar). ▪ Ability to foster a research culture and commitment to learn in others.
Knowledge and experience	▪ Knowledge and understanding of French politics, political parties, and elections. ▪ Experience in collecting quantitative and qualitative data across a variety of sources. ▪ Evidence of sufficient breadth and depth of experience in using database management software (MS Excel or equivalent). ▪ Evidence of sufficient depth of knowledge for use of cloud-based collaborative software programs (MS OneDrive or equivalent).	▪ Advanced knowledge of French language (written and read). ▪ Previous experience working with data sourced from Twitter.
Qualifications, certification and training (relevant to role)	▪ PhD or equivalent in Politics/Political Science or related subject (or nearing completion).	

The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

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	PI
Role holder	Research Associate/ Fellow
Key stakeholder relationships	Research Assistant(s) — External Collaborators — External Organisations