



Job title	Research Associate/Fellow in English Literature	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	English	Location	Trent Building, University Park Campus

Purpose of role

The School of English is seeking to appoint a Research Associate/Fellow to support research on the literature and culture of the nineteenth century.

The role covers the following areas of nineteenth-century studies: women's writing, letters, periodicals, literature of British India. It also involves working with manuscripts and transcription of texts.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1.	<ul style="list-style-type: none"> You will contribute to the transcribing and editing of nineteenth-century manuscript and printed texts. This will involve using digital reproductions and electronic databases. 	50%
2.	<ul style="list-style-type: none"> You will contribute to contextual research in the literature and culture of the nineteenth century. 	15%
3.	<ul style="list-style-type: none"> You will assist in the writing up and dissemination of research results through publications, presentations and public engagement activities. 	15%
4.	<ul style="list-style-type: none"> You will contribute to the preparation of research proposals and funding applications. 	15%
5.	<ul style="list-style-type: none"> You will be responsible for the safe conduct of work within the work area ensuring that the School's arrangements for compliance with the University Safety Policy are implemented. You will undertake other reasonable duties commensurate with the project's requirements 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> You will have excellent verbal and written communication skills You will be able to read and transcribe manuscript and printed texts with a high degree of accuracy. You will be able to work alone and with others to develop research area You will have successful research administrative skills 	
Knowledge and experience	<ul style="list-style-type: none"> You will have a recent track-record of publishing or other evidence of writing and disseminating research You will have experience in working with manuscripts, digital reproductions, printed texts and electronic databases. You will have experience in relevant subjects at HE level 	<ul style="list-style-type: none"> You will have participated in professional and academic networks
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> PhD (or equivalent) either completed or submitted, in English Literature or an equivalent relevant area 	<ul style="list-style-type: none"> MA in English Literature or an equivalent relevant area.
Special requirements	<ul style="list-style-type: none"> You will be able to work effectively as part of a team You will be able to work to tight deadlines and prioritise tasks 	



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

