



## Job Description & Person Specification

<b>Post title:</b> Research Assistant in History	<b>Post No:</b> 008643
<b>School or Department:</b> School of Arts and Humanities	<b>Date created:</b> February 2021
<b>Grade:</b> F	<b>Hours per week:</b> 18.5
<b>Fixed term end date</b> (if applicable): <b>31 July 2022</b>	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> Head of Department	
<b>Title &amp; Grade of posts line managed by postholder:</b> n/a	

**Job purpose:** The principal purpose of the job will be to contribute to the development of research outputs in History.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

### A) Subject Area

1. Legacy of Transatlantic slavery in the East Midlands.
2. Longitudinal analysis of British industrial history with specific reference to the lace industry.

### B) Principal Duties

- 1) Carry out research on Slavery, Cotton and Nottingham Lace c. 1780-2020 by, for example, undertaking and recording the outcome of field work, archival research, contributing to the development of questionnaires, conducting of surveys and literature/database searches as appropriate.
- 2) Contribute to any related research plans and carry out research activity in line with plan objectives, documenting results and drafting reports.
- 3) Contribute to the analysis and interpretation of the results of research and generate ideas based on these outcomes.
- 4) Identify and disseminate relevant information to the research team, providing advice on project progress as appropriate, communicating with internal and external contacts as necessary.
- 5) Act as a resource for staff and students, demonstrating/equipment/techniques/systems if required to small teaching or research teams.
- 6) Ensure that all resources used are correctly recorded and documented, files are kept up to date and data accuracy is maintained.
- 7) Attend and contribute to meetings as appropriate.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Personal Attributes</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>An understanding of standard research techniques and methods within Modern History to include at least 3 of the following:</p> <ol style="list-style-type: none"> <li>1. The interpretation of material culture.</li> <li>2. The legacy of UK slavery and abolition.</li> <li>3. Socio-economic local history in a global context.</li> <li>4. Digital humanities.</li> <li>5. British industrial history c. 1780-2020.</li> </ol> <p>Good interpersonal skills and an ability to communicate complex ideas effectively to a range of audiences.</p> <p>Ability to troubleshoot problems and escalate more complex problems which may affect the achievement of research objectives and deadlines.</p> <p>Expertise in relevant software.</p>	<p>An understanding of History in a Higher Education context</p> <p>Detailed knowledge of the History of the East Midlands, c. 1780-2020</p> <p>An advanced understanding of a decolonised approach to historical research.</p>
<b>Skills</b>	<p>Ability to collate, interpret and analyse data</p> <p>Bibliographic research skills (including use of electronic resources).</p> <p>Ability to collect and collate bibliographic and other information from academic staff and/or research students regarding their research and other related activities.</p> <p>Good interpersonal skills and an ability to communicate complex ideas effectively to a range of audiences.</p> <p>Ability to troubleshoot problems and escalate more complex problems which may affect the achievement of research objectives and deadlines</p>	<p>Systematic approach to managing information.</p>
<b>Experience</b>	<p>Significant relevant work experience in an academic environment.</p> <p>Experience of report writing.</p>	<p>Experience of grant capture.</p> <p>Publications on longitudinal British social and/or economic history in the period c. 1780-2020.</p>

	Experience of data collection, analysis and interpretation.	
<b>Qualifications</b>	Educated to degree level or equivalent in History or a related discipline.  Masters degree in related subject or equivalent work experience.	PhD in History or any other relevant discipline.  Membership of relevant professional bodies.

<b>Competencies</b>	
<b>Essential Competencies</b>	<b>Desirable Competencies</b>
<p><b>Communicating and Influencing (Level 2)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p><b>Making informed decisions (Level 2)</b> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.</p> <p><b>Organisation and Delivery (Level 2)</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><b>Team Working (Level 1)</b> Works effectively as a member of a team. Takes responsibility for getting things done as part of a team.</p>	

**Job Description and Person Specification created by (post title): Head of Department**

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