

Job Description

Post title: Research Fellow in Textile Heritage FTC	Post No: D2248
Organisation Unit: School of Art and Design	Date compiled: 15/1/17
Grade: G	Hours per week: 22 Weeks per year: 52
If fixed term, state duration: 6 months	
<p>Immediate line manager: Amanda Briggs-Goode. Head of Department, Fashion, Textiles and Knit, With dotted line responsibility to Professor of Art and Design, Tom Fisher</p> <p>Designation and grade of any staff supervised by the postholder: None</p> <p>Job purpose: The principal purpose of the job will be to contribute to the development of research outputs in Textile Heritage.</p> <p>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:</p> <p>1. Subject Area</p> <p>1. The postholder will assist in developing the school's research programme in textile heritage. Specifically, they will continue on-going work to build a textile heritage network in the East Midlands region that maximises the potential for the department to engage the community, museums and heritage textile businesses. This will bear fruit in a bid to the Heritage Lottery Fund, which will be the post holder's initial focus. They will be encouraged to pursue and develop their own research through this process, to complement and contribute as appropriate to the School's and University's work on skill and intangible heritage, historical art and design pedagogy, oral business history, history of design and technology. They will attend meetings with stakeholders in the network development team, deputising for the line manager when necessary, preparing notes and reports for colleagues. They will work closely with the research support and legal teams to prepare and develop bid drafts, including narrative, detailed project plans and costings. They will develop and maintain internal and external communication as appropriate, using web, social media and other channels.</p> <p>2. Principal Duties</p> <p>1. Undertake individual or joint research on East Midlands Textile Heritage Network Heritage Lottery Fund bid, record and write up the results. This may involve, for example, undertaking and recording the outcome of experiments & fieldwork, the development of questionnaires, conducting of surveys, literature or database searches as appropriate.</p> <p>2. Analyse and interpret the results of this research and generate original ideas based on these outcomes, preparing reports for the project team as necessary.</p> <p>3. Produce research reports and publications, preparing papers and presenting the information to stakeholders, such as steering groups, as appropriate.</p> <p>4. Contribute to research plans as appropriate; communicating with internal and external contacts as necessary.</p>	

5. Keep knowledge and skills up the required level by engaging in internal and externally based CPD, making both internal and external contacts for collaboration purposes.
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.
8. Assist in the supervision of student projects and contribute to courses, particularly aspects such as research techniques or approaches or demonstration of equipment as appropriate. This assistance may also take the form of tutorials or assistance in practical work.
9. Provide guidance and supervision where appropriate to support staff and students assisting with research.
10. The postholder 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.

Special requirements:

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

Job description drawn up by	Tom Fisher	January 2018
Approved for department by	Amanda Briggs-Goode	January 2018

Person Specification

Post Title:	Research Fellow in Textile Heritage	Post No:	D2248
Organisation Unit:	School of Art and Design		
Grade:	G	Date Compiled:	15.1.17

Attributes	Essential *	Desirable
Knowledge	<p>A thorough understanding of standard research techniques and methods within history, heritage and museum studies, and the ability to develop skills further in this area</p> <p>Expertise and understanding of current developments and the deployment of techniques within history, heritage and museum studies.</p> <p>Expertise in relevant software and IT</p>	<p>An understanding of the history of textiles and textile technology and textile business history in a Higher Education context</p> <p>Knowledge of research and funding opportunities</p>
Skills	<p>Ability to collate, interpret and analyse complex data</p> <p>Ability to explain complex ideas clearly using terminology appropriate to the audience</p> <p>Bibliographic research skills (including use of electronic library resources)</p> <p>Ability to demonstrate specific techniques specifically related to history and heritage studies if required</p> <p>Ability to deal with problems which may affect the achievement of research objectives and deadlines</p>	<p>Systematic approach to managing information</p>
Experience	<p>Significant relevant work experience in a research environment, utilising standard research methods and techniques</p> <p>Experience of report writing</p> <p>Experience of data collection, analysis and interpretation</p>	

Qualifications	Undergraduate and Masters or equivalent in Local History, Design History, Anthropology, or any other relevant discipline			
Competencies	COMPETENCY - Essential	LEVEL	COMPETENCY - Desirable	LEVEL
	<u>Communicating and Influencing</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events.	2		
	<u>Making informed decisions</u> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.	2		
	<u>Organisation and Delivery</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results <u>Team working</u> Contributes to team development, seeking and testing improvements to the team's outputs/service	2		
Person Specification drawn up by:		Tom Fisher		Date: January 2018
Approved for department by:		Amanda Briggs-Goode		Date: January 2018

* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK