

**THE POST**

**College /Service:** College of Humanities - <http://humanities.exeter.ac.uk/>

**Post:** Associate Research Fellow

**Reference No:** R11090/P43175

**Grade:** E

**Reporting To:** Dr Maria Fusaro, Senior Lecturer in History

The above full-time post is available from 1<sup>st</sup> October 2012 to 30<sup>th</sup> September 2014 in the College of Humanities.

**Job Description**

The Department of History at the University of Exeter seeks to appoint one Postdoctoral Research Fellow for two years (24 months), to work with Dr. Maria Fusaro and her team on her new project '*Sailing into Modernity: Comparative Perspectives on the Sixteenth and Seventeenth Century European Economic Transition*, funded by the European Research Council (ERC).

**Main purpose of the job:**

Within the framework of this ERC project, a team of four researchers (PI, and 3 post-docs) will work together on a comparative study of the contractual conditions and economic treatment of sailors active in the Mediterranean in the long seventeenth century (1570-1700). Further details on the project are available at <http://centres.exeter.ac.uk/cmhs/research/sailing%20into%20modernity%20index.html>. The successful candidate will work on collating and analysing **French** documentary evidence, mainly in archives of Courts of Justice, namely the *Court de Sénéchaussée (Archives départementales des Bouches-du-Rhône)* (Marseille); *Fonds de la Marine, (Archives Nationales, (Paris))*. For this purpose a research mission of 6 months to France with all the relative research expenses shall be funded as part of the appointment.

**Main duties and accountabilities:**

1. To undertake research as appropriate to the field of study including:
  - Writing up research work for publication;
  - Developing research objectives and proposals for own or joint research;
  - Making presentations at national and international conferences and similar events;
  - Dealing with problems which may affect the achievement of research objectives and deadlines;
  - Analysing and interpreting the results of own research and generating original ideas based on outcomes;
  - Using new research techniques and methods;
  - Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio;
  - Using creativity to analyse and interpret research data and draw conclusions on the outcomes.
2. To work in collaboration with colleagues as appropriate to the field of study including:
  - Contributing to collaborative decision making within the research group;
  - Contributing to the production of collaborative research reports and publications.
  - Preparing papers and presenting information on research progress and outcomes to bodies supervising research, e.g. steering groups.
3. To communicate complex information, orally, in writing and electronically.

4. To prepare proposals and applications to external bodies, e.g. for funding and contractual purposes
5. To contribute to the planning of research projects.
6. To monitor research budgets as appropriate.
7. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in field of study or specialism and for developing skills.

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
<b>Attainments/Qualifications</b>	PhD or equivalent in a related field of study.	
<b>Skills and Understanding</b>	Sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes.	Evidence of research activity and published research.
<b>Prior Experience</b>	Excellent knowledge of French is essential, as it is experience of working with archival sources and good palaeographical skills	Familiarity with software packages like Microsoft Access and/or Excel is also desirable.
<b>Behavioural Characteristics</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Able to communicate material of a specialist or highly technical nature.</li> <li>• Able to manage research and administrative activities and to balance the competing pressures of research and administrative demands and deadlines.</li> <li>• Able to liaise with colleagues and students.</li> <li>• Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</li> <li>• Able to identify potential sources of funding.</li> <li>• Actively participate as a member of a research team</li> <li>• Engage in continuous professional development.</li> <li>• Understand equal opportunity issues as they may impact on areas of research content</li> </ul>	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Maria Fusaro, telephone (0794-1162675) or email [m.fusaro@exeter.ac.uk](mailto:m.fusaro@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be on Grade E, £25,251 per annum, subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit sections. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at [www.uss.co.uk](http://www.uss.co.uk) and read the information for new entrants.

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **23<sup>rd</sup> April 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs) . Please quote reference number **R11090/P43175** in any correspondence.

We expect to hold interviews in Exeter on **25<sup>th</sup> May 2012**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.