

## **Candidate Information**

<b>Position:</b>	Research Fellowship
<b>School/Department:</b>	School of Law
<b>Reference:</b>	18/107040
<b>Closing Date:</b>	Tuesday 8 January 2019
<b>Salary:</b>	£33,199 to £39,610 per annum
<b>Anticipated Interview Date:</b>	week commencing 21 January 2019
<b>Duration:</b>	16 months

### **JOB PURPOSE:**

To be an active member of the research project/team exploring the role of apologies in dealing with past abuses in Northern Ireland and the Republic of Ireland so that the overall research objectives of the project/school are met.

The Research Fellow shall work full time on the research project. The project will end on the 31st May 2020.

### **MAJOR DUTIES:**

1. Take responsibility for the day-to-day implementation of the project.
2. Undertake primary and secondary research on the project under the supervision of the Principal Investigator.
3. Assist with the fieldwork, focus groups, data management, data analysis and coding of the project data as required.
4. Oversee the transcription of the project data.
5. Present regular progress reports on the research to the Principal Investigator and members of the research group and to external audiences to disseminate and publicise research findings.
6. Prepare, often in consultation with supervisor, material for publication in national and international journals and presentations at international conferences.
7. Assist grant holder in the preparation of funding proposals and applications to external bodies.
8. Carry out routine administrative tasks associated with the research project/s to ensure that project/s are completed on time and within budget. These will include: organisation of project meetings and documentation; financial assistance; and risk assessment of research activities.
9. Assist the investigators to integrate the literature review into the research findings.
10. Take primary responsibility for the co-ordination and organisation of the project conference and related dissemination events under the supervision of the Principal Investigator.
11. Assist with the writing of relevant policy documentation aimed at local user-groups.
12. Liaise with IT consultant as appropriate regarding design and content of the project website.
13. Assist with other project dissemination activities including use of twitter and other relevant platforms.
14. Assist Principal Investigator in the preparation of future transitional justice related research projects as reasonably required.

### **Planning and Organising:**

1. Plan and organise fieldwork, focus groups, team meetings and dissemination related activities.
2. Plan and organise other research resources as appropriate.
3. Plan own day-to day activity within framework of the agreed research programme.
4. Plan in advance to meet deadlines for journal publications and to prepare presentations and papers for conferences.
5. Coordinate and liaise with other members of the research team to ensure overall progress.

### **Resource Management Responsibilities:**

1. Ensure research resources are used in an effective and efficient manner.
2. Provide guidance (including advice and support on ethical protocols and data management) as required to team members and support staff and students who may be assisting with research.

**Internal and External Relationships:**

1. Liaise on a regular basis with colleagues and external stakeholders.
2. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
3. Cultivate and sustain links with a wide range of organisations including those representing victims of violence and child sex abuse, 'perpetrators', various Churches, the banking sector, senior officials, politicians, academics and journalists in Ireland, North and South
4. Identify opportunities for linkages with relevant research groups and external bodies that will maximise knowledge transfer opportunities and create opportunities for future research projects

**ESSENTIAL CRITERIA:**

1. Good Honours Degree (2:1)
2. Completed PhD in a relevant discipline (e.g. law, criminology, politics, sociology) or on a relevant topic.
3. At least 3 years relevant research experience.
4. Ability to contribute to broader management and administrative processes.
5. Contribute to the School's outreach programme by links with industry, community groups etc
6. Demonstrable knowledge of key debates in victimology, transitional justice and/or socio-legal studies.
7. Experience of conducting fieldwork on sensitive topics.
8. Experience of managing, coding and analysing large qualitative data-sets.
9. Proven ability to write high quality academic outputs at 3\* level (using REF 2021 criteria).
10. Ability to communicate complex information clearly.
11. Ability to build contacts and participate in internal and external networks.
12. Demonstrable intellectual ability.
13. Ability to assess and organise resources.

**DESIRABLE CRITERIA:**

1. Master's Degree
2. Experience of Conference Organisation
3. Experience of helping produce website content
4. Experience of working as part of a team.