

## Job Title: Research Associate, ACILA

### 1 JOB DESCRIPTION

Faculty / School or Division: Faculty of Arts

Faculty/School or Division Address: School of Modern Languages, 15 Woodland Road, Clifton  
Bristol, BS8 1TE

Job Family:	Research		
Grade/Pathway:	Grade 1 / pathway 2	Salary range:	£32,548 - £36,613
Hours of work:	Full-time (35 hours per week)	Contract type:	Fixed-term, 1 March-31 July 2018
Work pattern:	Work pattern is flexible and to be agreed with Line Manager. Part-time working and job-share will be considered.	Vacancy Reference Number: ACAD103166	

#### 1.1 Main Job Purpose

ACILA (Addressing Culture and Inequality in Latin America) is a Global Challenges Research Fund programme that will put cultural work and creative methodologies at the centre of attempts to address development challenges around inequality.

As Research Associate your role will be to coordinate the project under the leadership of Professor Brown, with responsibilities in the areas of research and administration.

The project will build on existing University of Bristol expertise in this area, strengthening established relationships with Latin American practitioners, researchers and institutions, and reaching into new fields drawing on the networks of newly-appointed members of staff. Its aim is to establish Bristol as a recognized centre of excellence for collaborative, impactful research in Latin America. The Principal Investigator is Matthew Brown, Professor in Latin American History in the Faculty of Arts.

## **1.2 Main Statement of Responsibilities**

### **Research Responsibilities**

- Conducting reviews of the scholarship as appropriate, in coordination with the team members.
- Facilitate and organize research seminars and workshops in Bristol around the stays of invited visitors from Latin America, in coordination with University strategy on global partnerships.

### **Administration Responsibilities**

- Constructing a research community around the subject, by means of email lists, a webpage, and a database of interested individuals and institutions in and around Bristol (inside and outside the University).
- Attending fortnightly team meetings.

### **Teaching Responsibilities**

None.

## **1.3 Relationships**

Line manager: (PI) Professor Matthew Brown

Line manager to (where appropriate): n/a

## **1.4 Job Hazards/Safety Critical Duties (Pre-employment health screening)**

N/A

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## 2 PERSON SPECIFICATION

### 2.1 Relevant Experience, Skills and Knowledge

#### *Essential*

- Experience of research to a high level in a discipline related to social sciences and arts
- Experience of working in Latin America
- Fluency in English and Spanish or Portuguese
- Excellent project management skills.

#### *Desirable*

- Knowledge of key debates around culture and inequality in Latin America

### 2.2 Relevant Qualifications

#### *Essential*

- First degree in discipline related to social sciences or arts

#### *Desirable*

- Postgraduate qualification involving research in Latin American Studies

### 2.3 Communication and Interpersonal Skills

#### *Essential*

- Excellent communication and interpersonal skills
- Written and spoken fluency in English
- Written and spoken fluency in Spanish or Portuguese

## 3 CAREER PATHWAY AND OTHER RELEVANT INFORMATION

### 3.1 Career Pathways

All members of academic staff have a clear career pathway involving a series of levels with distinct role profiles, each with its unique requirements. Each profile sets out what is expected of an academic at the particular level. The role profiles also set out a collection of competencies expected for each level. Progression or promotion to the next level will occur after these competencies have been attained and where a role at the higher level is available.

The academic pathways are as follows:

**Career Pathway One** - academic roles that combine teaching, research and administrative duties.

**Career Pathway Two** - academic roles focusing on research and associated administrative duties.

**Career Pathway Three** – academic roles focusing on teaching and associated administrative pathways

This post is located on Pathway Two. Role Summaries setting out what is expected of an academic at each particular profile level on pathway two can be found below. Please note that an appointment may be made at any level of the pathway.

A schematic diagram of the career pathways can be found at <http://www.bristol.ac.uk/hr/grading/academic/>.

For Pathway Two roles progression to the next level will only occur where a role has been identified as being eligible for progression, having reached the relevant point on the salary scale and after the relevant competencies have been attained. A progressable role is a role at Level b or Level c that has been determined as being eligible for progression by the Head of Department, based on departmental needs, priorities and funds. Individuals in progressable roles at Level b or Level c are expected to develop their skills, knowledge and experience in order to ultimately progress to Level c or Level d, as applicable. A non-progressable role is one either at Level a (which are not subject to formal progression arrangements, although there may be opportunities to develop into a Level b role, based on departmental needs, priorities and funds), or at Level b or c for which the Head of Department has identified an ongoing need at that particular level. Movement to Level e will be by promotion only.

#### 3.1.1 Role Summaries

##### **Research Associate (Level a)**

Role holders at this level are concerned with *assisting* an individual research leader or team to conduct a particular study (or group of studies). They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others. They will be working under close supervision by, and direction from, a more senior researcher, who will be ultimately responsible for the project. This may be the entry level for some staff who are expected to train and/or develop to take on more senior researcher roles. Role holders will be provided with academic and pastoral support within the department (including counselling on realistic career

opportunities) and training will be available designed to develop their competences and to prepare them to take on more responsibilities associated with a higher grade.

#### **Senior Research Associate (Level b)**

Role holders at this level will be experienced and professional researchers (or have considerable professional experience) and will be specialists in a particular area or methodology, drawing upon knowledge gained from postgraduate research and/or working within a Level a role. They will be *associated* with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will be expected to do some writing for dissemination outside the Department. They will still be working under supervision, but will be expected to take significant initiatives in their work and consult with the Principal Investigator over the details of the project. They may, where practical, contribute to the department's teaching, through supervision of projects, overseeing practical classes, or taking small group classes. They will be provided with academic and pastoral support within the department and training will be available designed to develop their competences (including counselling on realistic career opportunities) and prepare them to take on more responsibilities associated with a higher grade.

#### **Research Fellow (Level c)**

Role holders at this level will have substantial experience of research (normally not less than six years). They will initiate and take responsibility for some research projects and may be Principal Investigators or, where a Research Council does not permit this, act as though they were Principal Investigators. They will be involved in administration relevant to their projects (e.g. helping to prepare bids for research funding), managing other researchers and monitoring research budgets. They will be expected to be undertaking research individually and/or collectively and to be advancing the state of knowledge and understanding within their particular area of expertise. They will be publishing regularly in high quality outlets. They are likely to provide some teaching support for the department (consonant with the terms of their funding). They will be expected to be establishing a growing reputation within their particular research field and academic discipline and to be developing and demonstrating intellectual independence.

#### **Senior Research Fellow (Level d)**

Role holders at this level will have extensive experience in research and research management. They will normally be Principal Investigators, leading collaborative research bids and research teams, or driving forward innovative research themselves. They will be involved in scholastic projects (e.g. editing journals and academic books), and be making a significant leadership and/or management contribution within their department or the wider university, to be participating in national/international academic networks and conferences. They may be transferring their knowledge through some teaching and/or supervision to undergraduate or graduate students (consonant with the terms of their funding). Role holders at this level will be independent researchers and will have an established national and growing international reputation within their academic discipline generally and research field in particular.

#### **Professorial Research Fellow (Level e)**

Role holders at this level will have very extensive experience of research leadership and related management/administration. They will enjoy a wide recognition for their expertise within the academic community internationally (as evidenced by conference invitations, journal editorships, office holding in specialist groupings, associations with appropriate Research Councils etc.). They will have made recognised and significant contributions to the developing knowledge and understanding of their research area. They will already have responsibilities for the creation, initiation, development and overall management of significant research programmes. They will

'profess' their discipline within the Department, as appropriate and consonant with the terms of their funding. They may also carry significant leadership roles within the Faculty or University.

### **3.4 Key Contacts**

#### **Contact Type**

- **Principle investigator**

#### **Purpose of Contact**

**Line Manager**