

Academic Job Description

Post Title:	Research Fellow/ Senior Research Fellow (Fixed Term 1 year)
Post No:	A1338
Salary Grade:	7/8 £ 34,304 - £50,296per annum (pro rata)
Academic Pathway:	Research
School:	Gloucestershire Business School
Subject Group:	Finance in Society Research Institute
Base Location:	Oxstalls Campus, Gloucester, GL2 9HW
FTE:	0.8 FTE

Special Conditions:

The post holder may be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business.

General

The Finance in Society Research Institute (FISRI) is a new research team being established at the Gloucestershire Business School specialising in personal finance. Researchers will work with industry partners, from SMEs to FTSE100 companies, and other key policymakers from across the sector on a broad range of topics related to personal financial wellbeing. The institute's research interests will broadly follow these themes:

- Financial Wellbeing– Enhancing and attaining financial capability and addressing financial vulnerability
- Financial Resilience – financial decision making, responsible investing, accumulation and decumulation of wealth
- Value and the Future of Advice – Financial inclusion, financial education, addressing the skills gap and Fintech

This exciting post will play a leading role at FISRI requiring the successful applicant to draw together existing research findings and lead and direct new interdisciplinary research projects in collaboration with our partners, sponsors, other researchers and

students. The position offers considerable opportunities for professional and personal development, including the chance to publish a range of research output whilst working with academic thought leaders and leading industry partners.

This position offers an excellent opportunity to develop an academic career within personal finance and be part of a high performing and supportive team. With a Doctoral level qualification in a cognate discipline, a disposition towards collaborative work, and a commitment to high-quality, impactful research, the successful candidate will be a vital part of a cluster of meaningful projects.

Main Duties and Responsibilities

Responsible to: Dr Dominic Page (Line Manager)

1. To lead the identification, planning and delivery of high quality research projects working in dedicated research teams with experienced colleagues.
2. To draw together existing research conducted from PhD and Master's level programmes and write and contribute to professional / academic publications. To lead on the identification of suitable target journals and contribute as a lead/ co-author to peer-reviewed outputs.
3. To work collaboratively with colleagues in relevant roles across the University and with the FISRI's collaborative partners, particularly in research development activities.
4. To lead, contribute to and support delivery of the FISRI's communication and dissemination requirements as part of the Business School's Knowledge Exchange strategy. This includes delivery of workshops and contributions to appropriate conferences.
5. To identify sources of funding and lead/contribute to the process of securing funds to ensure the future sustainability of the research institute.
6. To lead and deliver Research Methods training for MSc Finance and MBA Financial Planning students.
5. To undertake staff development activity including, inter-alia; training courses, conferences, active membership of professional bodies, and professional networking, sufficient to maintain the professional competency levels required by the University and client / funding bodies for the work being carried out.
7. To supervise and support the work of early-career researchers and student-members of the FISRI.

8. To enhance the reputation nationally and internationally of the FISRI, it's aims and that of the wider Gloucestershire Business School.
9. To actively engage in the academic life of the FISRI.
10. To contribute to the administrative duties of running the FISRI, as appropriate.
11. To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

Your duties are as set out in this job description which has been informed by the relevant academic role profile (dated 08.06.18). This can be downloaded from the HR Academic page on Staffnet. This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional or ancillary duties from time to time as the University may reasonably direct.

Person Specification

Post Title: Senior Research Fellow

School: Gloucestershire Business School

Subject Group: Finance in Society Research Institute

Grade: 7/8

Requirements	Essential [E]	Desirable [D]
Educational attainment	<ul style="list-style-type: none"> • Doctoral level qualification in relevant subject area 	<ul style="list-style-type: none"> • Advanced level qualification and active member of related professional body
Knowledge	<ul style="list-style-type: none"> • Research process and quantitative and qualitative research methods 	<ul style="list-style-type: none"> • Relevant industry experience
Experience	<ul style="list-style-type: none"> • Carrying out finance research • Contributing to workshops, conferences and seminars • Policy evaluation as part of assignments and research projects • Delivery of multiple outputs to pre-agreed deadlines • Conducting interviews and literature searches • Collaboration with other researchers in field • Inter-disciplinary working • Design and delivery of research methods training • Leading complex research projects. • Production of peer-reviewed academic journal outputs. 	<ul style="list-style-type: none"> • Experience in personal finance research • Working on externally sponsored research projects for industry partners and policymakers • Design and delivery of research methods training to professional students
Skills and aptitudes	<ul style="list-style-type: none"> • Ability to use IT packages including communication tools and MS Office/365, with particular emphasis on preparation and publishing of complex, mixed-content documents to comply with client specified requirements in Word. 	

	<ul style="list-style-type: none"> • Excellent interpersonal, verbal and written communications skills • Good understanding of statistical analysis techniques and principles of robust sampling, including statistical analysis of survey or secondary data sources, and qualitative analysis of interviews and workshops or focus groups • Experience of research software such as EndNote, SPSS and NVivo • Systematic review of literature • Familiarity with online and social media analytical approaches • Understanding of good practice in survey and interview design 	
Personal qualities	<ul style="list-style-type: none"> • To be pro-active and self-motivated • Able to work to tight deadlines under pressure • Able to work on own initiative or as part of a team • The ability to lead complex research projects • Ability to effectively manage professional clients. 	
Circumstances	<ul style="list-style-type: none"> • Able to travel and work away when required (nationally and internationally) 	

*It is a condition of employment that all newly appointed staff on Academic Staff Contracts with fewer than three years' experience of teaching in Higher Education, and not already possessing a teaching in Higher Education qualification, will undertake the University's Academic Professional Apprenticeship Programme. If the person does not meet the criteria, the expectation will be to acquire the University's Post Graduate Certificate in Higher Education (PGCAP). We see this as essential to ensure the highest standards of teaching to our students, which is core to our mission and purpose.

Staff who are employed on a fixed term contract which is less than three years will not be required to undertake the APA programme or PGCAP.