

JOB DESCRIPTION

Vacancy No:	001757
Job Title:	Post-Doctoral Research Fellow – GCRF: Drugs and (dis)order - Research Coordination and Collaboration
Department:	Department of Development Studies
Grade/Salary:	Grade 7/Ac2 £37,297 - £43,823 per annum inclusive of London Allowance
Hours:	35 hours per week (Full-time – 1.00 FTE) This post is fixed-term for 24 months
Responsible to:	Project Principal Investigator, Professor Jonathan Goodhand
Responsible for:	N/A

Department Background

The Department of Development Studies is a world-leading research-led department. Its academics and research students work across a wide spectrum of development-related issues including poverty, inequality, income-generation, agrarian relations, neoliberalism, globalisation, migration, conflict, and environmental sustainability. Its research combines a critical approach to the major development issues and themes of the today, with an in-depth expert knowledge of Africa, Asia, the Middle East and Latin America. Its research is recognised globally for its challenge to development orthodoxies, innovative methods, contribution to cutting-edge theory and debate, and relevance to policy-makers and those planning and managing interventions.

Job Summary

The post holder will support the delivery of high quality outputs on the GCRF funded 'Drugs and Disorder' project. The project will conduct academic and policy-oriented research with a team of UK institutions and southern research partners based in Afghanistan, Colombia and Myanmar. It will look at the effects of drug economies on conflict, health and livelihoods with a view to a) developing a robust new evidence base b) strengthening the research capacity of project partners c) changing prevailing policies towards drugs and development.

The project is looking to recruit a post-doctoral fellow with a keen interest in developing creative and influential research outputs. The post holder will be centrally involved in managing the project's flagship annual report which will explore the project themes by

drawing on key narratives emerging from the research across the three countries. The candidate will ideally have experience of managing or coordinating research projects and have a track record of academic and/or policy publication with some experience of working on comparative, inter-disciplinary and collaborative research/advocacy projects. Candidates should have some knowledge of one or more of the thematic areas covered by the research (e.g. drugs, development, conflict, peace-building) either through their academic or professional experience.

The role will involve working with partners across the project and helping to strengthen common methodologies and enhance the comparative themes and conceptual development of their research. In a number of areas the post-holder will lead the coordination and production of cross-country outputs and will need to work closely and flexibly with the in-country teams, country leads and cross-country partners to deliver high quality and policy-oriented outputs.

The candidate will be based at SOAS in London but will conduct some travel to the focus countries. They will be involved in mentoring and training research partners and liaising with other project stakeholders.

This position will offer excellent opportunities for publication, co-publication, research coordination and public/policy engagement.

Key Tasks

- Develop a strong comparative understanding of the key themes underpinning the research (drugs, conflict, peace-building) and how they apply to the three focus countries.
- Coordination of the annual flagship project report and other outputs across the multi-country and inter-disciplinary team.
- Contribute to literature reviews.
- Write for academic and non-academic audiences.
- Work with the communications coordinator and other partners to develop innovative, engaging and creative outputs from the emerging research and findings
- Prepare draft working papers, reports and articles for peer-reviewed journals.
- Provide editorial support
- Contribute to the writing of routine progress reports.
- Work with members of the project team on the development and coordination of digital and multi-media content.
- Support capacity building and mentoring activities among partners as required and in line with the candidate's knowledge and experience.
- Take a role (and in some cases lead) in the organisation of team meetings, events and workshops for the project.
- Participate in the dissemination and uptake of research findings and outputs, including attending and presenting at workshops and conferences.
- Perform other duties occasionally, which are not included above, but which will be consistent with the role and the work of the project team.
- Contribute to the research culture of the Department of Development Studies at SOAS.

General

- The post holder must at all times carry out their responsibilities with due regard to the School's Respect at SOAS statement and adhere to and promote the School's Equality and Diversity policies
- The post holder must accept responsibility for ensuring that policies and procedures relating to health and safety at work are adhered to at all times
- The post holder must carry out their duties in line with the requirements of the Data Protection Act
- The post holder must abide by the requirements of the School's IT policies

Competency and Evidence

Oral communication

The post-holder should be able to:

- conduct face-to-face interviews with a range of stakeholders.
- respond to verbal queries from SOAS, the funders, the research partners in the UK as well as the overseas research partners and other project stakeholders on matters relating to the research and the project.
- make presentations on the research at internal and external forums and conferences.
- participate in discussions in meetings between the core research team and its partners.
- communicate clearly in English, and be able to convey technical concepts in language accessible to a general audience.
- liaise effectively with the PI and other members of the project team to ensure that all project activities are carried out successfully and according to the project timeline.

Written/Electronic Communication

The post-holder should be able to:

- respond to written queries from SOAS, the funders, the research partners in the UK as well as the overseas research partners and other project stakeholders on matters relating to the research and the project.
- write emails and letters to core team members, partners and other stakeholders to communicate research activities and progress, and to timetable meetings.
- contribute to the writing of routine progress reports.
- write academic papers for peer-reviewed journals.
- write working papers, reports, briefings and blogs, as required
- contribute to other outputs related to the project such as briefings, media statements, website content and publicity text.

Teamwork and Motivation

The post-holder should be able to:

- help with the management and conduct of the research project.
- demonstrate an ability to establish and maintain good working relationships with the PI, project team, funders, peers, and professional organisations.
- collaborate for the purposes of the research with other team members and partners.
- contribute to the teamwork culture of the project sharing information, knowledge and

learning where beneficial to the project.

Liaison and Networking

The post-holder should be able to:

- liaise with the research team and partners on project activities.
- build up contacts with project stakeholders and relevant professional networks.
- make contact with other comparable projects and research groups.
- maintain contact and ongoing interaction between SOAS, the research partners in the UK as well as the overseas research partners.
- actively cultivate links and networks within, across and outside of the academic community relevant to the research
- seek out opportunities for the project to access and influence relevant stakeholder groups.

Service Delivery

The post-holder should be able to:

- help coordinate the communications/research uptake activities of the Drugs and Disorder project.
- assist in the preparation of policy briefs and strategy papers for public release, and monitor the uptake of these outputs.
- work closely with partners across the project to facilitate the delivery of coordinated and well edited research outputs that are linked to the cross-cutting themes and concepts of the project.

Decision Making Processes and Outcomes

The post-holder should be able to:

- take decisions on appropriate research and analytical approaches in consultation with the project Principal Investigator.
- take decisions on planning, focus and direction of key project publications and outputs.
- take decisions on dissemination and event plans in consultation with the project Principal Investigator.

Planning and Organising Resources

The post-holder should be able to:

- plan and manage data analysis and the development of clear and effective written material from raw data collected in the field.
- help plan the dissemination of research outcomes and recommendations.
- manage contact and ongoing interaction between SOAS, the research partners in the UK as well as the overseas research partners.

Initiative and Problem Solving

The post-holder should be able to:

- respond to day-to-day problems and contingencies in project management and implementation, for example, track missing documents or data records, liaise with partners and deal with problems arising from fieldwork and events with partners and stakeholders.
- help set up and troubleshoot any problems with data management, data archiving and publications.
- report on risk and mitigation strategies
- be aware of the sensitivity and the political / economic interests relating to some of the data and the research activities and be able to plan ahead to respond adequately to these challenges.

- understand the security context in the focus countries and the political sensitivities of engaging with different groups.

Analysis and Research:

The post-holder should be able to carry out an agreed programme of original field research and analysis consisting of the following:

- contribute to the research design and methodological discussions and comparative approaches.
- conduct literature searches and contribute to literature reviews.
- conduct face-to-face interviews with key stakeholder groups involved in drugs, development and peacebuilding policy, working in the focus countries.
- contribute to the analysis of research data.
- collaborate closely with the Principal Investigator on a programme of work.

Work Environment:

- The post holder will be expected to visit the focus countries, security permitting, and should be aware of challenges associated with working in conflict-affected environments, and necessary security precautions and advice should be followed.

Teaching and Learning Support:

- Providing basic and introductory information in a format and style to suit learners' needs and assist with their learning.
- Contribute to introductory courses, for example on the use of research methods and equipment, assisting in the development of student research skills.
- Support the adaptation of project-generated research and material into teaching and learning resources
- Support in the development of online course material

Knowledge and Experience:

The post-holder should have:

- a PhD in Development Studies or a discipline relevant to the project.
- would benefit some regional knowledge of one of the focus countries.
- knowledge of the literature and key debates in political, economic and social analysis of drugs and conflict is desirable.
- experience in writing for academic publication.
- experience in establishing and maintaining good working relationships with a multi-disciplinary and multi-national research team.
- excellent verbal and written communication skills, including the ability to produce drafts of joint publications for academic journals.
- high degree of professional judgement and integrity.
- ability and willingness to travel to fieldwork locations and project meetings.
- competent skills and experience of working with ICT, including Microsoft Office software (Word, Excel, PowerPoint), data analysis software (e.g. Nvivo)

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post. The job description may be varied from time to time at the discretion of the School, in consultation with the post holder.

PERSON SPECIFICATION

Job Title:	Post-doctoral Research Fellow – GCRF: Drugs and Disorder
Department:	Department of Development Studies

	ESSENTIAL	DESIRABLE
Experience and knowledge		
Experience in establishing and maintaining good working relationships with a multi-disciplinary and multi-national research team.	x	
Editorial experience	x	
Facilitating research coordination and collaboration within a multi-partner project	x	
Experience of writing for non-academic and policy audiences and in a range of different formats	x	
Experience of liaising and networking with high level stakeholders at national and international levels	x	
Competent skills and experience of working with ICT, including Microsoft Office software (Word, Excel, PowerPoint), data analysis software (e.g. Nvivo).	x	
Experience in writing for academic publication	x	
Some regional knowledge of one of the focus countries		x
Knowledge of the literature and key debates in political, economic and social analysis of drugs and conflict.		x
Established publication record in a relevant field.		x
Skills and abilities		
Excellent verbal and written communication skills, including the ability to produce drafts of joint publications for academic journals.	x	

Self-motivation and the ability to work independently with minimal supervision and as part of a team.	x	
High degree of professional judgment and integrity.	x	
Good presentation skills and experience of presenting research findings at international conferences.	x	
Qualifications		
A PhD in Development Studies or related discipline.	x	

How to Apply

Please click the link at the bottom of the advertisement to apply via the SOAS online application portal.

The application form should be completed in full; compulsory elements of the application are highlighted on the system.

In addition to completing the online application form, you should also upload the following documents in support of your application:

- CV
- Publications list
- An example of one of your recent publications

Closing date: 19 September 2019

Completed applications must be received by 23:59 on the closing date to be considered.

Interviews will provisionally be held in the week commencing 30 September 2019

If you have any questions or require any assistance with your application process, please contact hr-recruitment@soas.ac.uk.

At SOAS we celebrate diversity and promote equality and inclusion amongst our staff and students. As such, we welcome applications from all, regardless of personal characteristics or background.



Please scroll down for further information on SOAS Staff benefits

SOAS STAFF BENEFITS SUMMARY

Competitive Salary:

Staff at SOAS are paid within one of eight grades on the national 51 point pay spine.

The salary quoted in the job description shows the entire range of salaries assigned to the grade of the job. The salary offered to the successful candidate will depend upon their experience and previous salary.

Once appointed, staff (if in post by 31 January) will move to the next point on the salary scale each year on 1 August until they reach the maximum of the scale.

In addition to the annual increment, a percentage rise will normally be negotiated nationally with the trade unions each year, and will also be awarded from 1 August.

The School uses a job evaluation scheme for evaluating roles to ensure equal pay for work of equal value across all staff.

London Allowance is paid in addition to basic salary to staff located in London.

The current rate is £3,500 per annum.

Pension:

The School operates the Universities Superannuation Scheme (USS) Career Revalued Benefits (CARE) pension scheme.

The School will contribute a sum equal to 18% of your salary while you pay 8%. Members also have access to the new defined contribution section of the USS scheme.

Eligible staff will pay pension contributions on a salary sacrifice basis.

Holiday:

Staff are offered 30 days (6 weeks) paid leave per annum plus Bank and Public holidays normally observed in England and Wales.

In addition, the School is normally closed for up to six days a year, over the Christmas and Easter holidays.

Part-time staff will be entitled to the pro-rata equivalent.

Life Cover:

Active members of the Universities Superannuation Scheme (USS) automatically qualify for life cover equal to three times your salary so long as you remain a member of the scheme. Dependents pensions will also be available.

Travel Season Ticket Loan:

Interest-free loans are available for staff to purchase annual season tickets.

Cycle to Work Scheme:

The School promotes a greener approach to travel by encouraging the use of a bicycle as transport to and from work, and supports the Government's Cycle to Work scheme.

Computer Loan:

The School offers an interest free loan up to a maximum of £1,500, to purchase a computer.

Work-life balance and family-related matters:

The School offers a range of benefits to support you in balancing work life and family life, including enhanced maternity and paternity packages and childcare vouchers.

Enhanced Maternity and Adoption Pay

Qualifying employees are entitled to enhanced maternity/adoption pay. There are two enhanced Maternity schemes available; Enhanced & Occupational.

The School offers employees with 52 weeks' service Occupational maternity pay at the following rates; 18 weeks' full pay, 8 weeks' half pay, 13 weeks' Statutory Maternity/Adoption Pay.

The School offers employees with 26 weeks' service Enhanced maternity pay at the following rates; 12 weeks' full pay, 4 weeks half pay, 23 weeks' Statutory Maternity/Adoption Pay

This is an enhancement to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Staff returning to work after maternity/adoption leave will also receive an incentive payment of one additional week's pay per month for the first eight months.

Enhanced Paternity Pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay.

This compares to the statutory provision of two weeks' pay at the statutory rate.

Childcare Voucher Scheme

Childcare vouchers can enable parents to pay for childcare from pre-tax and National Insurance income.

Childcare Allowance

The School provides some financial assistance to employees who are required to pay childminder or nursery fees for their children.

Flexible working

The School recognises the importance of helping its employees balance their work and home life and is committed to considering and agreeing, wherever possible, requests for flexible working to enable staff to manage their responsibilities caring for children or adults.

Emergency and out of hours payments

This scheme allows an employee to claim funding towards the cost of adult and/or childcare in order to attend occasional out of hours activities linked to career enhancement, such as attending evening conferences and seminars, research presentation opportunities, representing SOAS.

Emergency care payments

This scheme allows an employee to claim funding towards the cost of arranging emergency childcare support and care for dependent adults when their existing arrangements have fallen through at short notice.

Wellbeing and support:

Enhanced Sick Pay

Occupational sick pay is offered at the rate of two weeks' full pay, followed by two weeks' half pay from day one of employment, rising incrementally to 6 months' full pay followed by six months' half pay after 5 years' service.

24/7 confidential support

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year. Staff also have access to telephone counselling.

Occupational Health

The School works with an independent occupational health provider, taking a proactive approach to the management of health in the work environment. The service advises on the effects of health on work and work on health.

Staff experiencing work-related muscular-skeletal problems can also access a physiotherapy service.

Eye tests

Employees using display screen equipment (DSE) such as VDUs are entitled to an eye examination funded by the School.

Faith and spiritual practice

SOAS is a community where individuals are free to practice their faith in an open and encouraging environment. There are prayer rooms available for both staff and students to use.

Learning and career development:

Training and personal development

The School is very supportive of developing its staff and offers a wide range of internal courses to help staff develop on a personal and professional level, as well as providing funding to attend external events and conferences.

Staff also have access to a Fee Remission Scheme for SOAS part time Masters level study.

Library

Staff members have access to the SOAS library, which is one of the world's most important academic libraries for the study of Asia, Africa and the Middle East.

Events

All staff are welcome to attend a range of exhibitions, lectures, Q&As and seminars held by academic departments.