

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Postdoctoral Research Assistant

Salary: £32,406 - £39,798 pro rata pa

Grade: 4 **Contract Length:** Fixed Term for 2 years

Location: London College of Fashion, 20 John Princes Street, London, W1G 0BJ and some UK and international travel involved

Hours per week: 0.4

Accountable to: Professor of Cultural Studies

College/Service: London College of Fashion/ Research

Purpose of Role:

To support the Professor of Cultural Studies in research work in the areas of religion and fashion and gender and sexuality studies.

To provide research assistance for research projects and publications and to support the development of other research activities as required.

To support the development of the British Asian Fashion Network and the Faith and Fashion talks series and any other public engagement programmes.

To undertake research as directed and to collate and document key aspects of research projects and to facilitate their effective and efficient delivery.

The post holder will be required to work flexible hours and undertake international travel.

Duties and Responsibilities:

- To provide strong research support as required.
- To provide academic publication research support and management; including image research, manuscript preparation, dealing with copyeditors, bibliographic enquiries and preparation, proof reading.
- To undertake picture research and to manage picture research databases.
- To undertake picture permission and copyright research, maintain copyright records, and undertake and manage copyright correspondence with rights holders.
- To manage events, including researching potential speakers, preparing announcements.
- To manage and maintain all databases.
- To manage all communications to speakers, invitees, mailing list, webpage.
- To manage all speaker travel and liaison.
- To manage briefs on content for speakers.
- To provide support in delivering and in the administration of the British Asian Fashion Network and any other Network as appropriate.
- To Clerk the British Asian Fashion Network meetings and any other meetings as required.
- To undertake as directed liaison with British Asian Fashion Network members and liaison with any other member organisations.
- To help develop the British Asian Fashion Network archive; identify and collate materials including digital

resources, and collect and collate visuals and develop any other archives as may be appropriate.

- To clerk meetings for the Dress Cultures book Series, and to maintain Series database and author records as required.
- To liaise with publishers about individual book publications as required, including picture research and picture permissions as required.
- To co-ordinate and attend meetings about various research projects and events programmes and contribute to the planning and delivery of the projects.
- To design and maintain project databases e.g. respondent information, research resources, news items.
- To accompany colleagues as required on external research trips, both within the UK and internationally.
- To research and select primary and critical material for deployment in projects in order to identify garments, brands, groups, and individuals for project participation.
- To search, evaluate, rank and provide commentary on e-commerce websites and social media in order to produce a critical annotated webography for research projects.
- To search the blogosphere for commentary on modest fashion, British Asian Fashion, and other forms of fashion research as required; to record and analyse data for input into project databases.
- To search specialist print media e.g. for relevant faith, ethnic, and minority culture groups, alongside titles concerned more broadly with modest and/or ethnic fashion, for references to e-commerce in this field; to record and analyse these and input into the databases.
- To engage in discussion with brands, groups and individuals about their engagement with modest and other forms of minority fashion and to be able to respond appropriately to material that may be personally, politically or emotionally sensitive.
- To manage multiple research budgets on a day to day basis and devise and maintain appropriate recording mechanisms.
- To liaise with relevant colleagues to ensure the smooth running of projects.
- To contribute, through appropriate involvement in the Faith and Fashion series and other relevant activities, to the research culture of LCF.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To commit to your own development and that of any staff that you may manage through effective use of the University's appraisal scheme and staff development processes.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

Professor

College Research Administrator

External research contacts, e.g. interviewees, brands, media etc.

Specific Management Responsibilities

Budgets: No

Staff: No

Other: No

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Postdoctoral Research Assistant Grade: 4***Person Specification******Specialist Knowledge/
Qualifications***

Extensive knowledge, experience, and the ability to work independently in relation to one or more of the following specialist subject areas and related research methodologies: Fashion studies, cultural studies, ethnography, postcolonial studies, visual studies, sociology of religion, cultural history

A postgraduate qualification or equivalent professional standing

A PhD (desirable)

Knowledge in one or more of the following areas: Cultural Studies; Anthropology; Religious Studies; Gender and Sexuality Studies; Material Culture; Sociology, visual studies, literary studies, media studies, ethnicity studies

Relevant Experience

Experience of individual research work

Experience of collaborative research work

Experience of picture research for academic publications

Experience of undertaking and managing copyright clearance for academic publications

Proven track record in academic research assistance

Proven track record in academic events organization and management

Proven track record in academic publication management

Experience of qualitative research methods and interviews

Experience in visual and/or literary analysis

Experience of participating in internal or external research networks to pursue a shared interest and of contributing to the building and strengthening of working relationships within the

	<p>team</p> <p>Experience of sharing information and ideas with a team to assist in achieving the aims and objectives of research projects</p> <p>Experience of managing visual and literary and digital resources, of maintaining database of materials</p> <p>Experience of managing research related correspondence and ensuring communications related to research projects are kept appropriately collated and preserved</p> <p>Experience of managing budgets and keeping budget records</p> <p>Ability to work flexible hours and undertake international travel</p>
<i>Communication Skills</i>	Communicates effectively orally, in writing and using visual media
<i>Research, Teaching and Learning</i>	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity (desirable)
<i>Professional Practice</i>	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
<i>Planning and Managing Resources</i>	Plans, prioritises and organises work to achieve objectives on time
<i>Teamwork</i>	Works collaboratively in a team and where appropriate across or with different professional groups
<i>Student Experience or Customer Service</i>	Builds and maintains positive relationships with students or customers

<i>Creativity, Innovation and Problem Solving</i>	Uses initiative or creativity to resolve problems
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Last updated: