

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Postdoctoral Research Fellow, Worlding Public Cultures

Accountable to: Professor Paul Goodwin

Contract Length: 32 months (01 May 20 – 31 Dec 22)

FTE: 0.4 FTE

Weeks per year: 52

Salary: £38,694 – £46,423 p.a. pro rata

Grade: 5

College/Service: Academic and Development Services

Location: Chelsea College of Art

Purpose of Role:

To support the Lead Principal Investigator (PI), Principal Investigators and Team Members of the Canadian, Dutch and German research teams in the fulfilment of 'Worlding Public Cultures: The Arts and Social Innovation' project deliverables, to independently research, collate and document key aspects of the project and to facilitate its effective and efficient delivery.

Duties and Responsibilities

1. To lead on the development of an online database to hold and relate digital artefacts with a transnational, global remit from the following: 1. Exhibitions; 2. Conferences and education programmes; 3. Research centres; 4. Courses offered in universities. All datasets will be drawn from publicly accessible websites, blogs and social media, and be sourced internationally through comprehensive online searches and network referrals.
2. To work with a designer to build and manage a website that will serve as an archive and public interface for showcasing research outputs and materials, such as audio-visual interviews with curators and academics.
3. To coordinate a team of post-doctoral researchers collecting, processing and uploading data to the project database and website.
4. To work closely with the Lead PI to apply the Data Management Plan for the project in consultation with all project teams.
5. To contribute to the outcomes of the project through involvement in the preparation and presentation of papers at conferences/symposia/seminars/workshops, exhibitions, contributions to refereed journals and the editing and/or authoring of book chapters, where appropriate.
6. To promote the project through participation in public events, via social media and the project's web presence.
7. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
8. To undertake health and safety duties and responsibilities appropriate to the role.
9. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
10. To personally contribute towards reducing the university's impact on the environment and support

actions associated with the UAL Sustainability Manifesto (2016-2022).

11. To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
12. To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
13. 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- 'Worlding Public Cultures' Lead Principal Investigator, Principal Investigators and Team Members
- TrAIN Research Centre
- Postdoctoral and PhD researchers
- Research Management and Administration
- Other project partners and collaborators

Specific Management Responsibilities

N/A

Signed _____ Date of last review _____

(Recruiting Manager)

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| Person Specification | |
|---|---|
| Specialist Knowledge/ Qualifications | <p><i>Essential</i></p> <p>Degree-level qualification in Art History, Archiving or Computer Science with post-graduate qualification in a relevant Digital Humanities subject</p> <p>Experience of knowledge management in a web context</p> <p>Basic understanding of Semantic Web technologies, including SKOS, RDF</p> <p><i>Desirable</i></p> <p>PhD in a relevant Computer Science or Digital Humanities subject</p> <p>Programming skills (PHP, javascript, python)</p> <p>Knowledge of Digital Preservation</p> |
| Relevant Experience | <p><i>Essential</i></p> <p>Strong experience with content management systems</p> <p>Experience with publishing academic articles in peer-reviewed journals</p> <p>Experience with presenting at academic conferences/ symposia/workshops</p> <p>Experience with building database schemas</p> <p>Experience with data processing, cleaning</p> <p>Experience with web applications</p> <p>Experience of working within interdisciplinary research teams</p> <p>Some understanding of Digital Preservation principles and preservation formats</p> <p><i>Desirable</i></p> <p>Experience of working within international and multi-sectoral research teams</p> <p>Experience with Drupal</p> <p>Experience with e-Prints</p> <p>Experience with XML technologies</p> <p>Familiarity with the CIDOC-CRM ontology, PROV ontology or the Europeana data model</p> |

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| Communication Skills | Ability to communicate orally and in writing by adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Self-motivation and the ability to work independently on your own projects Proven ability as an operational task leader, assessing and articulating requirements and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | Maintains awareness of available resources and uses initiative |
| Teamwork | Works collaboratively in a team across industry and academia Is able to take appropriate level of responsibility and act with initiative |
| Student experience or customer experience | Builds and maintains positive relationships with students and participants |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |