

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Postdoctoral Research Fellow,
Social Design Institute

Accountable to: Director, Social Design Institute

Contract Length: 6 months

Hours per week: 0.5 FTE

Weeks per year: AYR

Salary: £38,010 - £45,603

Grade: 5

College/Service: Academic and Development Services

Location: King's Cross

Purpose of Role:

The aim of this role is to support the director in developing the new UAL Social Design Institute during its pilot year. This is an ambitious and exciting project that will bring together expertise and knowledge across UAL into a new Institute that will consolidate, amplify and extend UAL's research expertise in social design and design for sustainability.

As one of several members of UAL staff working towards the formation of the institute, the successful candidate will be expected to collaboratively and independently research, collate and document key aspects of the project and facilitate its effective and efficient delivery.

The successful candidate will play a key role in helping consolidate UAL's research in social design and design for sustainability resulting in stronger internal and external narratives about these topics; a clear offer and collaboration pathways for external partners; and research-led resources for doctoral, MA and BA students and staff.

Duties and Responsibilities

- To lead the mapping, collating and analysis of activities, methods, findings and outputs from projects undertaken by UAL research centres, hubs and colleges relevant to social design and design for sustainability
- To lead the preparation of a cross-UAL set of resources for teaching and learning, research and knowledge exchange relevant to social design and design for sustainability aimed at PhD, MA and BA students
- To help programme, organise, facilitate and document events relating to social design and design for sustainability including for and with UAL's PhD student community
- To contribute to developing new funding bids aimed at research funders and external project partners
- To contribute to the building of knowledge about social design through preparing and presenting papers at conferences, contributing to refereed journals, and editing and/or authoring of book chapters, suitable for return to the Research Excellence Framework
- To support and participate in any additional tasks as required by the project
- To liaise with UAL staff, PhD students and project partners to ensure the smooth running of the project
- If appropriate, to play a proactive role in the generation of future research funding linked to the project and to the output and profile of research at UAL
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake ethical research, 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

- 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
- 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
- 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:

- Director, UAL Social Design Institute
- Institute staff working on administration, digital learning and communications
- UAL research centres and hubs working on social design and design for sustainability
- UAL knowledge exchange managers
- UAL PhD student and supervisors working on social design and design for sustainability
- UAL staff involved in teaching and learning relating to social design and design for sustainability
- UAL Research Management and Administration

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Signed Lucy Kimbell Date of last review 20.11.2018
(Recruiting Manager)

Job Title: Postdoctoral Research Assistant, Institute for Social Design
Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	<p>PhD (or very close to completion) in design research, digital design, service design, sustainable design, participatory social research, sociology, cultural anthropology or similar</p> <p>Good working knowledge of applied service design, digital design, design thinking, participatory design and prototyping in public sector, business and social innovation contexts</p> <p>Familiar with the challenges of participating in collaborative research with stakeholders including in government, the public sector, third sector, social enterprise or business</p>
Relevant Experience	<p>Experience of mapping, collating and analysing project outputs and resources produced by others</p> <p>Experience of producing digital teaching and learning materials for PhD, MA or BA levels</p> <p>Experience of programming, organising, facilitating and documenting seminar series and events including workshops</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Experienced in producing a range of outputs, from reports to workshop briefings to (co-) authored academic papers suitable for peer reviewed journals</p>
Leadership and Management	

	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
Research, Teaching and Learning	<p>Applies innovative approaches to conducting research, for example when facilitating co-design workshops with stakeholders</p> <p>Evidence of track record of high quality academic publications in design, digital or social research journals or potential to publish in these</p>
Planning and managing resources	Experience of ensuring that time and resources are used effectively, continually reviewing progress to improve efficiency and to ensure that work is completed in line with team objectives
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups and academic specialisms</p> <p>Builds and maintains positive relationships with colleagues and project partners across the university</p> <p>Able to work independently</p>
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems