

LCEDN Research Associate

Job Ref: REQ17063

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Project summary

This post is associated with the £1.3 million DFID-funded research project, *Partnerships for Skills Development: LCEDN Support for DFID's Transforming Energy Access (TEA) Initiative* which is led by Loughborough's Geography Department <http://www.lboro.ac.uk/departments/geography/> in the School of Social, Political and Geographical Sciences.

We have been funded to deliver an integrated 18 month programme of activities designed to fast-track TEA activity under its Developing Skills and Expertise workstream via two major streams of work: (i) **A Programme of Skills Development and Research/Innovation Integration** will be dedicated to mobilising and developing energy and development capacities and expertise across research and innovation communities in North and South, as well as strengthening the coordination of UK energy and development research and innovation. (ii) **Specific Capacity Building Alliances** with key partners and stakeholders will be developed through which specific knowledge and skills can be nurtured and developed. Partners involved include: the Africa-EU Renewable Energy Cooperation Programme (RECP), the Africa Sustainability Hub (ASH), the ENERGIA international network on gender and sustainable energy, Energy 4 Impact (E4I), Engineers Without Borders UK (EWB-UK), the International Conference on Developments in Renewable Energy Technologies (ICDRET), the Knowledge Transfer Network (KTN), Practical Action (PA), the Royal Academy of Engineering (RAEng), the Smart Villages Initiative (SVI) and the UK Collaborative on Development Sciences (UKCDS).

Our activities will produce a range of deliverables on 8 capacity building themes, gender, governance, value chains, innovative forms of energy finance and delivery models, waste and sustainability, North-South relations, impact assessment methodologies and trans-disciplinarity and cross-sectoral working.

Job Description

Job Grade: Research Grade 6

Job Purpose:

The Research Associate will undertake the specific tasks outlined in support of the delivery of the research and capacity building programme: **Partnerships for Skills Development: An LCEDN Programme of Support for DFID's Transforming Energy Access Initiative**, assisted by the project investigators.

Job Duties:

- Take shared responsibility for overall programme design and management of the Partnerships for Skills Development Programme
- Contribute to producing regular progress reports for DFID
- Attend and input to regular internal meetings
- Take responsibility for negotiating and maintaining relationships with project partners and wider research contacts.

- Manage, attend and contribute to meetings with project partners
- Assist with the general development of the LCEDN Network
- Contribute to the maintenance of updating of our LCEDN membership database
- Play a lead role in organising programme activities such as workshops, conferences and webinars
- Contribute to, present at and collaborate in project dissemination and knowledge transfer exercises
- Undertake reviews of relevant literature
- Take responsibility for the analysis and presentation of findings
- Share research progress and issues with the Principal Investigator on a regular basis and make recommendations to the Principal Investigator
- Design and undertake data collection (qualitative and/or quantitative)
- Transcribe interviews and prepare data for archiving
- Engage with various stages of data analysis
- Author / co-author scholarly articles based on this work
- Manage and develop online materials, blogs and social media as appropriate
- Work with relevant services to prepare attractive web and print material for external audiences
- Produce reports exerting a level of autonomy; preparing papers, briefing notes and press releases and presenting the information to stakeholders
- Identify opportunities for funding and contribute to the preparation of funding applications
- Ensure a high public profile for the project through social media and liaisons with the press office
- Help maintain and develop the project website
- To engage in training programmes in the University (e.g. through Professional Development) which are consistent with your needs and aspirations and those of the School
- To undertake any other duties as may be reasonably requested and that are commensurate with the nature and grade of the post

Points To Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to Dr Ed Brown, Senior Lecturer in Human Geography.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of critically evaluating, analysing and synthesizing research literatures	1,3
	Experience of Qualitative and Quantitative research techniques	1,3
	Experience of presenting research to academic and external audiences	1,3
	Experience in managing projects	1,3
	Experience of engaging with stakeholders	1,3
	Experience in applying for research funding	1,3
	PhD research experience in related area	1
Skills and abilities	Ability to manage own workload in line with PI supervision	1,3
	Self-motivated with ability to prioritise work and meet deadlines	1,3
	Ability to work independently and as part of a team	1,3
	Ability to think critically and analytically	1,3
	Ability to explain complex ideas clearly using terminology appropriate to the audience	1,3
	Ability to produce targeted dissemination materials	1,3
	Excellent interpersonal skills with ability to communicate orally with a wide range of different people	1,3
	Ability to engage with stakeholders	1,3
	Organisational and administrative skills	1,3
	Competence in IT skills and social media usage, preferably including skills in using software to create audio and video clips	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1,3
	Demonstrate evidence of having undertaken further training	1,3
Qualifications	Relevant PhD or close to completion	1

Desirable Criteria

Area	Criteria	Stage
Experience	Post doctoral experience	1, 3
	Academic conference presentations	1,3
	Experience of writing bids for funding, either within a major organisation or for external support	1,3
	Experience of successfully lead-authoring academic scientific papers and/or comparable consultancy reports	1
Skills and abilities	Knowledge of web design	1,3
	Ability to develop website content	1,3
	Ability to prepare funding applications	1,3
	Ability to organise events	1,3

Conditions of Service

The position is full time and fixed term from 1 March 2017 to 31 May 2018. Salary will be on Specialist and Supporting Academic Research Grade 6, at a starting salary of £29,301 per annum. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Dr Ed Brown, Senior Lecturer in Human Geography by email at e.d.brown@lboro.ac.uk.

Applications

The closing date for receipt of applications is **26 February 2017**.

Interviews will be held on **17 March 2017**.

