

Loughborough Business School

Research Associate in Digital Decarbonisation in Sound Heritage

Job Ref: REQ260643

School summary:

Loughborough Business School is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of 'Progress with Purpose,' our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK University in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

Project Description: This role forms part of Sounds of the Midlands, an ambitious project led by the University of Leicester and funded by The National Lottery Heritage Fund. Sounds of the Midlands is focused on the digital preservation of around 10,000 sound recordings, representing more than 10TB of audio heritage material. The project explores how valuable cultural collections can be preserved, processed, and made accessible in ways that also reduce environmental impact. Working with academic and sector partners, the postholder will help develop practical approaches to lower-carbon digitisation and digital preservation, including a Digital Decarbonisation Playbook for use across the heritage sector.



Job Description

Job Family and Grade: Specialist and Supporting Academic Grade 6

Job Purpose

To support the delivery of an applied research and innovation project focused on reducing the environmental impact of digital preservation in sound heritage. The postholder will help assess current workflows, identify practical improvement opportunities, and translate findings into clear guidance, tools, and engagement activities for use by project partners and the wider heritage sector.

Job Duties

- Support the day-to-day delivery of the Digital Decarbonisation work package within the wider Sounds of the Midlands project.
- Review and map existing digital preservation and access workflows to identify where carbon, energy, storage, and processing impacts arise.

- Evaluate practical options for reducing digital environmental impact, including file formats, storage approaches, metadata generation methods, and access or delivery models.
- Work with project investigators and partners to test and assess technical interventions that improve sustainability while maintaining preservation quality and usability.
- Contribute to the development of a sector-facing Digital Decarbonisation Playbook, ensuring outputs are practical, usable, and relevant to non-specialist audiences.
- Gather, organise, and analyse project evidence, including technical observations, partner feedback, and operational data.
- Prepare project updates, briefing notes, reports, and presentation materials for internal and external stakeholders.
- Support the design and delivery of workshops, partner sessions, and dissemination activities to share emerging learning and good practice.
- Produce accessible materials such as guidance notes, case examples, visual summaries, and other communications outputs to support sector uptake.
- Build effective working relationships with academic colleagues, technical specialists, cultural sector partners, and community stakeholders.
- Contribute to wider project visibility, external engagement, and impact activity.
- Maintain appropriate standards in relation to confidentiality, data handling, and intellectual property.

We are seeking a Research Associate to support the delivery of a pioneering work package on Digital Decarbonisation in Sound Heritage. This role forms part of a major project to digitally preserve around 10,000 audio recordings while reducing the environmental impact associated with storage, processing, and access. The postholder will help turn digital sustainability principles into practical action by assessing workflows, testing improvement options, and contributing to a sector-facing Digital Decarbonisation Playbook. This is an excellent opportunity for someone with strong technical skills and industry experience who wants to apply themselves to a meaningful, forward-looking project with real public value.

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 outlined in the document.

Organisational Responsibility

Reports to the: Grant holders Professors Jackson and Hodgkinson.

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

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

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of working collaboratively with a range of stakeholders, including non-technical partners.	1, 3
	Experience of producing clear reports, guidance, technical documentation, or stakeholder-facing outputs for mixed audiences	1
	Experience of working on digital, technical, data, sustainability, preservation, and/or information management projects in industry, the public sector, higher education, or the cultural sector.	1
	Experience of analysing workflows, systems, or operational processes and identifying practical improvements.	1
Skills and abilities	Ability to understand and assess digital workflows and technologies in a structured and practical way.	1, 3
	Strong written and verbal communication skills, including the ability to explain technical issues clearly to non-specialist audiences.	1, 3
	Ability to gather, organise, and interpret information from different sources and turn this into practical recommendations.	1, 3
	Able to manage time and priorities effectively and work with a good degree of independence.	1, 3
	Able to build and maintain effective working relationships with colleagues and external partners.	1, 3
	Good digital literacy and confidence working with common software tools for analysis, reporting, and presentation.	1, 3
	An interest in digital sustainability, digital preservation, or responsible use of digital technologies	1, 3
	Awareness of the environmental implications of digital systems, such as data growth, storage, processing, and access.	1, 3
	Awareness of good practice in digital information management, preservation, or technical delivery.	1, 3
	Knowledge of relevant Health and Safety considerations.	1, 3
Qualifications	BSc or equivalent	1
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1, 3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

Area	Criteria	Stage
Experience	Experience of working with cultural, heritage, archive, library, museum, or public sector organisations.	1
	Experience of digital preservation, storage strategy, metadata workflows, or collection access systems.	1
	Experience of sustainability improvement, carbon assessment, energy efficiency, or environmentally responsible digital practice.	1
	Experience of workshop facilitation, stakeholder engagement, or producing practice guidance.	1
	Experience of working across academic and non-academic environments.	1
Skills and abilities	Ability to contribute to the design of practical tools, frameworks, or playbooks for external use.	1, 3
	Confidence in presenting findings to professional audiences.	1, 3
Qualifications	Postgraduate qualification in a relevant area.	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics and students, who together work to make Higher Education institutions place of safety, solidarity and empowerment for people seeking sanctuary.

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.