**Job Description: Research Officer**

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| **Faculty:** | Humanities and Social Sciences |
| **Department/Subject:** | Modern Languages, Translation and Interpreting |
| **Salary:** | *Grade 8: £38,205 to £44,263 per annum* (pro rata) |
| **Hours of work:** | **Approx. 0.45 FTE** |
| **Number of positions:** | ***1*** |
| **Contract:** | **This is a fixed term position for 12 months to the 30 September 2026** |
| **Location:** | **This position will be based at the Singleton Campus** |

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| **Main Purpose of Post** | (Please list the Faculty / department specific responsibilities)   1. To assist in the preparation and editing of the critical edition of Elias Canetti, Collected Works (Gesamtausgabe), working with online resources provided by the Canetti Foundation and the Zurich Central Library 2. To work with individual volume editors and the general editors to select materials, compare manuscripts vs. first editions, collate and edit paralipomena, compile bibliographies and indexes, and search for references to the relevant work in the *Nachlass*. 3. To support the separate project ‘Elias Canetti and the British in a European Context: Exile, Reception, Appropriation’ |
|  | 1. Pro-actively contribute to and conduct research, including gather, prepare and analyse data and present results, exhibiting a degree of independence in terms of specifying the focus and direction of that research. 2. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. The appointee is expected to be actively engaged in the writing and publishing of research papers, particularly those intended for publication in refereed (eg international) journals or comparable as a normal part of their role. 3. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 4. Use creativity to analyse and interpret research data and draw conclusions on the outcomes. 5. Interact positively and professionally with other collaborators and partners within the Faculty, elsewhere in the University and beyond both in industry/commerce and academia. 6. Contribute pro-actively to the development of external funding applications to support their own work, that of others and the Faculty and the Institution in general. The appointee will be expected as a normal part of their work to be actively engaged in writing, or contributing to writing such applications. 7. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external research profile. 8. Keep informed of developments in the field in both technical and specific terms and the wider subject area and the implication for commercial applications and the knowledge economy or academia. 9. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 10. Demonstrate and evidence own professional development, identifying development needs with reference to Vitae Researcher Development Framework particularly with regard to probation, performance reviews, and participation in training events. 11. Maintain and enhance links with the professional institutions and other related bodies. 12. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance.  This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work |
| **General Duties** | 1. To promote equality and diversity in working practices and maintain positive working relationships. 2. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. 3. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. |
| **Person Specification** | **Essential criteria:**   1. A PhD in German Studies, Comparative Literature or related field 2. Evidence of active engagement, personal role, and contribution to writing and publishing research papers, particularly for refereed journals. 3. Evidence of the capacity for active engagement in designing research and writing, or contributing to writing, applications for external research funding. 4. Ability to demonstrate significant independence of focus and direction in research – determining ’what, why, when and with whom' to progress work. 5. Native or near native competence in spoken and written German 6. A commitment to continuous professional development   **Desirable Criteria**   1. Readiness to contribute to undergraduate teaching in German 2. Commitment to engagement and outreach |
| **Welsh Language Level** | Knowledge of Welsh would be an advantage  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Professor Julian Preece (j.e.preece@swansea.ac.uk)  Line Managers are responsible for assessing whether a role requires a DBS check.  In doing so, each role should be assessed using the [Gov.Uk online tool](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Ffind-out-dbs-check&data=05%7C02%7CA.L.R.Smith%40Swansea.ac.uk%7C1154cb9685034765ac1a08dcc7412daa%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C638604329943059192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=nanet40Uj521oHD6J27Qr0OgcGF87vNvX2xEWKKQzfo%3D&reserved=0) (support is available if required from the [HR BP Team](https://staff.swansea.ac.uk/human-resources/who-we-are/#business-partnering=is-expanded))  ***In cases where a satisfactory DBS Check is required, this must be received and assessed before a start date can be confirmed*** |

  