



## **JOB DESCRIPTION**

**Job Title:** Post-Doctoral Fellow – Gender, Migration and Development (0.5 FTE)

**Job Ref:** ACI71

**Campus:** Hendon

**Grade:** Grade 7

**Salary:** £38,206 - £43,887 per annum pro-rata including Outer London Weighting

**Period:** 36 months fixed term contract

**Reporting To:** Professor of Gender, Migration and Citizenship

**Accountable To:** Faculty Deputy Dean (Research and Knowledge Exchange)

### **Job Summary**

The job involves working with a co-Director and co-investigators of a large and complex Global Challenges Research Fund (GCRF) Hub Gender, Justice and Security and in particular on a number of projects in the Migration and Displacement stream across the Middle East and South Asia. Middlesex University is co-Directing this stream and collaborating with academic and Non-Governmental (NGO) partners in conducting research in selected countries, engaging with stakeholders and disseminating research in the countries and internationally.

The post-holder will play a full role in the design, execution and dissemination of the projects on gender and migration in relation to forced migration, dynamics of labour migration and return migration, especially in the Middle East, Iraq (Kurdistan), Lebanon and Turkey.

Responsibilities will include working with researchers based in the Middle East, undertaking quantitative and qualitative data analysis, updating research project websites, engaging in social media and communications activities and dissemination activities as part of the GCRF Hub.

Information on the Hub can be found at:

<https://www.mdx.ac.uk/news/2019/01/middlesex-academics-funded-to-research-gender,-justice-and-security>

<https://gtr.ukri.org/projects?ref=AH%2FS004025%2F1>

**Principal Duties:**

1. To undertake reviews of relevant literature and policy reviews.
2. To work with academic partners and Non-Governmental Organisations (NGOs) in the design of qualitative interviews and focus groups.
3. To undertake comparative analysis of quantitative and qualitative data.
4. To liaise closely with the Principal Co-investigator and Co-Investigators in the UK and overseas countries.
5. To plan press releases, run project social media and help maintain the project website.
6. To write and contribute to work package reports, annual reports, team meeting and advisory group reports, briefing documents and policy documents.
7. To write research papers suitable for publication in high quality academic journals.
8. To travel to meetings and make presentations both with the co-investigators and to external stakeholders.
9. To enhance relationships with existing collaborators and establish relationships with new partners.
10. To engage in training programmes that are consistent with the needs and aspirations of the projects.
11. To undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post as requested by the line manager.
12. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
13. The post-holder will actively follow Middlesex University policies including the Equality & Diversity policies.
14. The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**Hours:** 17.75 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working including travel for field-based research may be required.

**Leave:** 35 days per annum pro rata plus seven University days to be taken in conjunction with Bank Holidays pro rata.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the project, the duties/location of this post and the role of the post holder may be changed after consultation.

When received, the University shall assess the feasibility of covering the post with the preferred pattern of working in line with the University's commitment to flexible working. Selection of the best candidate will be based on an assessment against the Person Specification in line with the University's Staff Recruitment and Selection Policy.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.**

### **What Happens Next?**

If you wish to discuss the job in further detail please contact Professor Eleonore Kofman [e.kofman@mdx.ac.uk](mailto:e.kofman@mdx.ac.uk) or Dr. Neelam Raina [n.raina@mdx.ac.uk](mailto:n.raina@mdx.ac.uk)

If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

## PERSON SPECIFICATION

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The essential criteria will be used to assess all potential candidates for this vacancy.

The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

*Essential Criteria:*

### **Education, Qualifications, Experience, Knowledge, Skills & Aptitude**

E.1 A completed PhD in Gender and Migration, Gender and Development or cognate discipline. (S)

E.2 Experience of conducting previous research, including evidence of design, execution and dissemination of achieved outcomes. (S)

E.3 Experience of conducting and analysing qualitative and quantitative research. (S)

E.4 Experience of authoring or co-authoring academic outputs e.g. journal articles, books, research reports. (S)

E.5 Experience of working within the area of gender and migration and/or gender and development, especially in the Middle East. (S) & (I)

E.6 Excellent interpersonal and presentation communication, liaison and presentation skills. (I)

E.7 Excellent organisational skills and the ability to manage projects. (I)

E.8 Ability to use Microsoft applications e.g. Word, Excel and PowerPoint (I)

E.9 Ability to work collaboratively across disciplinary boundaries. (I)

E.10 Excellent written communication skills and an ability to discuss research with non-specialist audiences. (I)

E.11 A good understanding of the ethical and social justice implications of research on sensitive topics. (I)

E.12 Demonstrate an understanding and a commitment to the University's Equality & Diversity Policy and its importance in employment and service delivery. (S) & (I)

**Aptitude:**

E.13 A proactive and flexible approach to working in a complex, busy environment. (I)

E.14 Ability to prioritise own time and tasks. (I)

E.15 Able to manage time unsupervised and achieve defined objectives (I)

*Desirable Criteria:*

D.1 Experience of working on funded research projects. (I)

D.2 Experience of undertaking comparative analysis. (I)

D.3 Experience undertaking social media and print media analyses. (I)

D.4 Experience of updating and maintaining research project websites and engaging in social media and communications activities. (I)