Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>13928</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Post-doctoral Research Associate</td>
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<tr>
<td>Reports to:</td>
<td>Professor of Geography and Migration</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 – £35,550 per annum according to qualifications and experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>AC2</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract until 31 March 2019</td>
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<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon, 30 September 2017</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long Version</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>The Assistant (Staffing), email <a href="mailto:FASS-Recruitment@open.ac.uk">FASS-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The appointed candidate will be attached to the Geography Department in the School of Politics, Philosophy, Economics, Development and Geography, and to the OpenSpace Research Centre. The department and the centre have a vibrant research environment with research focused around three signature areas of research excellence:

- Space and Power
- Culture and Practice
- Environment and Politics

OpenSpace hosts a regular seminar programme, work in progress meetings and provides opportunities for skills training both through the University’s researcher development programme and through events jointly organised with other Centres within the Faculty.

The successful candidate will support the research team by:

- Contributing to the literature review and analysis on migration, development, education as well as race and gender
- Undertaking online and face-to-face interviews in South Africa, Lesotho, Botswana and Nigeria
- Assisting in key person interviews
- Analysing interview and questionnaire data
- Writing up research findings for submission to appropriate journals and conferences, especially in the field of migration, in conjunction with other team members
- Attending appropriate conferences for the purpose of disseminating research results
- Carrying out routine administrative tasks associated with the project including planning and prioritising day-to-day activities, liaising with project team, understanding budget, implementing procedures required to ensure accurate and timely formal reporting and financial control; meet project deadlines
- Overseeing setting up of project website and associated dissemination
- Engaging in impact activities including liaising with the professional advisory group, other users and producing project impact documents
- Archiving data according to data management plan

3. Person specification

Requirements (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td>A PhD in Human Geography, Sociology, Social Anthropology, Education, Development Studies or associated fields.</td>
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<tr>
<td>An undergraduate degree in a relevant field</td>
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</tbody>
</table>

Knowledge, work and other relevant experience

Essential: Knowledge/experience of working on one or more of the following areas in migration, international development, international education, South Africa, distance education, rising powers, race and gender
- Knowledge and experience of education in Africa, African development, migration in Africa or the global South, experience in fieldwork countries and links with migration, education or knowledge networks in Africa or global South.
- Experience in project management
- Experience of using qualitative and quantitative research methods
- Knowledge of social media analysis
- Experience of working on a collaborative research project
- Experience of fieldwork in Africa or a developing country context
- Previous record of high-quality academic publications

Desirable: Knowledge of science and technology and development in the global South

Personal abilities and qualities

Essential:
- Excellent knowledge of research methods, including online questionnaires, online interviews and face-to-face interviews, analytical techniques for qualitative and quantitative material and writing reports
- Ability to participate in fieldwork as required by the specified research project
- Ability to work in interdisciplinary teams (team-working)
- Ability to liaise appropriately with international and inter-cultural teams
- Ability to plan and organise own work to ensure deadlines are met
- Ability to coordinate, capture and interpret different types of information and activity
- Ability to adapt to changing situations in a timely manner
- Strong communication skills, with the ability to communicate effectively with both professionals and communities
- Cultural sensitivity and an ability to conduct research among diverse groups
- Strong IT skills
- Strong writing and presentation skills
- Commitment to own personal development

Desirable:

4. Role specific requirements e.g. Shift working

Post holder will be required to spend a short period of time in South Africa, and may need to visit any of the following: Nigeria, Zimbabwe and Lesotho.

They will be required to work closely with academics and associates of the University of South Africa, with education technology specialists in the UK and South Africa and be willing to work in a diverse international team.
5. About the unit/department

The Faculty of Arts and Social Sciences (FASS)

The Faculty is the largest and most diverse at The Open University, with some 50,000 students studying our modules with excellent completion rates and consistently outstanding student satisfaction ratings. Noted for the strength of our interdisciplinary approaches, our scholars of international standing teach and research a very wide range of topics and themes in specific subject areas, recognized as world class or internationally excellent in the latest Research Excellence Framework (REF) in 2014, and having a direct and profound influence on our undergraduate and postgraduate teaching.

The Faculty is organised into four Schools:

- School of Psychology
- School of Politics, Philosophy, Economics, Development, Geography
- School of History, Religious Studies, Sociology, Social Policy & Criminology
- School of Art History, Classical Studies, English & Creative Writing, Music

Students are supported by three Student Support Teams. These teams offer specialist study support to students undertaking our qualifications across the University. Members of academic staff, including regional academics, form part of these teams in sustaining and improving student progression and retention.

The Faculty works closely with important organisations and institutions in the UK and other parts of the world in a range of validated partnerships and collaborations. Engaged in world-class, agenda setting research tackling the most difficult challenges facing us in the 21st Century, with work in numerous subject-based and interdisciplinary research groups and projects.

With c.1800 members of staff comprising academics, associate lecturers, support staff and full-time research students working across the locations of the University, combining originality and innovation in research and curriculum, the Faculty of Arts and Social Sciences is a vibrant and exciting place to study and work.

To find out more about the Faculty’s teaching, learning and research, please visit: http://fass.open.ac.uk.

Institute of Educational Technology (IET)

IET’s vision places it at the hub of the OU, connecting together a network of innovation and expertise in learning and teaching and using this collective power to change the face of education. We have around 90 staff who collaborate with teams across the OU and externally.

The Institute is:

- A centre of expertise in educational technology, promoting and embedding good practice and driving professional development of staff
- At the heart of the OU, directly influencing the OU’s strategy
- Outward looking and responsive to our clients: Central Academic Units and Vice-Chancellor’s Executive
- Respected within the OU as providing strategic advice and support
- Delivering a significant volume of high impact, internationally renowned research

The Institute also plays an important role in institutional research, module development and evaluation. It works to inform, promote and support institutional learning by helping the University increase its understanding of the needs of adult learners and of its own development as a teaching institution. It seeks to achieve this through its research and evaluation work which also contributes to the University’s Quality Assurance systems and plays an important part in the external QA procedures required by the Quality Assurance Agency. The University’s external ratings rank it in the top ten teaching institutions in the UK.
### 6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Parvati Raghuram on +44 (0)1908 655370 or email parvati.raghuram@open.ac.uk; Clare Madge on +44 (0)1116 2523643 or email cm12@le.ac.uk or Bart Rienties on +44 (0)1908 332671 or email bart.rienties@open.ac.uk

If you have any questions regarding the application process please contact The Assistant (Staffing), email FASS-Recruitment@open.ac.uk.

### 7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon, 30 September 2017</th>
</tr>
</thead>
</table>
| Your Application should include | • A completed application Form (long version)  
• Curriculum Vitae  
• A cover letter detailing why you are suitable for this position (no longer than 2 sides of A4) |
| Post it to: | The Assistant (Staffing) |
| Department/Unit: | Faculty of Arts & Social Sciences |
| Address: | Room 140, Briggs Building  
The Open University  
Walton Hall  
Milton Keynes |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | FASS-Recruitment@open.ac.uk |

### 8. Selection process and date of interview

| The interview panel will be chaired by: | Professor Parvati Raghuram, Professor of Geography and Migration, Faculty of Arts and Social Sciences. |
| The other members of the interview panel will be: | Further panel members will be advised to candidates successful for interview. |
| The interviews will take place on: | Late October / early November 2017 |
| The selection process for this post will include | The pre-interview selection process for this post will require submission of a written piece. This will be followed by an interview. |
| i | We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted. |