

Research Associate / Research Assistant

Centre	European Policies Research Centre (http://www.eprc.strath.ac.uk/eprc/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Research	Reference No	127657
Reports To	Director of Centre	Grade:	6/7
Salary Range:	Grade 6 - £26829 - £30175 Grade 7 - £31,604 - £38,833 plus additional allowance(s) based on work location (Delft)	Contract Type:	Fixed Term (24 months)
FTE:	1 (Full time)	Closing Date	Sunday, 3 June 2018

Job Advert

The European Policies Research Centre, in the School of Government & Public Policy, is seeking to appoint a Research Assistant/ Research Associate – based at EPRC's office in Delft - to contribute to the comparative European policy research undertaken in the Centre. The appointee would participate in academic and policy research programmes on regional development, particularly with respect to the design and regulation of national regional policies, EU Competition policy and regional aid, and the implementation of European Structural and Investment Funds. The post would suit an applicant with a relevant first degree and subsequent work experience on regional development or potentially a post-doctoral researcher in a relevant discipline. Applicants will need to have complete fluency in English and Dutch. The post would be for 22 months in the first instance, with the possibility of renewal thereafter. After an induction period at EPRC in Glasgow, the appointee would be based at the recently established EPRC Delft base at Delft University of Technology (TU Delft). The following person specification is for a Research Associate.

For applicants who additionally have a PhD, or equivalent work experience, and evidence of academic/policy publications, the appointment could be made at the level of Research Associate, Grade RS07 but would require evidence of more advanced involvement in research and knowledge exchange activities (such as development of research proposals, generating research income and managing parts of research projects).

Job Description

Brief Outline of Job:

The post will involve contributing to the research and knowledge exchange of the European Policies Research Centre in the field of regional development policy. This will involve policy studies for externally funded research on behalf of European and national government departments, as well as academic research, bringing social scientific theories and methods to bear on policy problems and in developing and testing theories and methods in policy contexts. With respect to the policy research, a core part of the job is research on regional policy in Europe with a particular focus on the Netherlands. The appointee would contribute to the following two major research programmes underway in EPRC.

1. *Regional Policy in Europe.* EPRC carries out comparative research on national regional policies, notably the design of regional policy instruments, the designation of assisted areas and the EU Competition policy rules governing the control of State aids. Much of this is carried out through a programme of research and knowledge exchange funded by the European Regional Policy Research Consortium (EoRPA). The successful candidate would be expected to contribute to this research, especially

studying how regional policies operate in Netherlands and at the level of the European Union. For further details, see the EoRPA website: <http://www.eprc.strath.ac.uk/eorpa/default.php>

2. *EU Structural Funds*. EPRC is engaged on comparative studies on the design, implementation and evaluation of European Structural and Investment Funds programmes in all EU Member States. The successful candidate would be expected to contribute to this research, especially studying how European Structural Funds policies operate in Belgium (Flanders) and the Netherlands in particular under the IQ-Net project, which is a three-year programme of research and knowledge exchange on applied issues of programme management. For further details, see the IQ-Net website: <http://www.eprc.strath.ac.uk/iqnet/>

Although the main EPRC base is at the University of Strathclyde in Glasgow, a new base has recently been established at Delft University of Technology (TU Delft) in the Netherlands; following an induction period in Glasgow, the appointee would be based at EPRC Delft.

Main Activities/Responsibilities:

1.	Desk research: collating and working with policy documents, literature and data on regional policy in English and Dutch and undertaking comparative analysis using various research methods.
2.	Fieldwork research: preparing and carrying out programmes of interview research (in Dutch) with government officials in the Netherlands, Belgium (Flanders) and potentially other European countries.
3.	Publication: drafting reports and papers for policy sponsors, and contributing to papers for academic journals.
4.	Knowledge exchange: presenting research results and papers at seminars and conferences, and contributing to the provision of policy advice to practitioners, civil servants and politicians.
5.	Research development: contributing to the development of EPRC research programmes, and helping to prepare and submit tenders/proposals to national and European government institutions and research councils.
6.	Time management: managing and prioritising own workload within agreed objectives to ensure that all activities are completed to specification and on time.
7.	Professional development: engaging in continuous professional development.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

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| E.1 | Good honours degree in an appropriate discipline such as geography, economics, planning, law, politics, public policy or European studies |
| E.2 | Postgraduate qualification (or equivalent experience) in a relevant field. |
| E.3 | Complete spoken and written fluency in both English and Dutch |
| E.4 | PhD in a field related to regional economic development or EU policymaking (or equivalent work experience) (For appointment to grade 7 only) |

Experience

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| E.5 | Sufficient breadth or depth of knowledge in the relevant discipline/s to effectively contribute to the research programme |
| D.1 | Sufficient academic or work experience in the field of regional economic development or EU policymaking (e.g. Structural Funds, regional policy, State aids) to contribute effectively to the EoRPA and IQ-Net research programmes |
| D.2 | Understanding of EU institutions and EU policy processes |
| D.3 | Interest in, or experience of, regional development or regional policy in EU and in the Netherlands |
| D.4 | Interest in, or experience of, regional development or regional policy in other European countries |
| D.5 | Interest in, or experience of, EU Competition policy and subsidy discipline |

Job Related Skills and Achievements

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| E.6 | The ability to synthesise material in Dutch and produce concise written output in English |
| E.7 | Interpersonal skills, particularly the ability to work as part of a team |

E.8	Excellent communication skills in English and Dutch, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of policymaker and academic audiences
D.6	Spoken fluency in one or more other European languages
Personal Attributes	
E.9	An interest in studying the design and implementation of regional policy from a policymaker perspective
E.10	Self-starter – the ability to use initiative, to manage time effectively (delivering to specification and on time on a wide range of challenging projects) and to work independently where required
E.11	Ability and confidence to travel abroad regularly and conduct demanding interviews with senior civil servants in Dutch
E.12	Excellent attention to detail
Other Relevant Factors	
E.13	Competence in the use of Microsoft Word, Microsoft Excel and PowerPoint
D.7	Experience of knowledge exchange related activities

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<https://www.strath.ac.uk/workwithus/vacancies/>).

Informal enquiries about the post can be directed to Professor John Bachtler, Director (john.bachtler@strath.ac.uk; 0141 548 3339) or to Professor Fiona Wishlade, Director (fiona.wishlade@strath.ac.uk; 0141 548 3061).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Research staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Allowances

Where applicable, the successful applicant may be eligible for additional allowance(s) (typically c16% of salary) in recognition of their residence and work base being in the Netherlands.

Interviews

Formal interviews for this post will be held on Monday, 25 June 2018.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Research Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Research Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that research staff carry out these duties in a variety of ways appropriate to the nature of the research activity, but expects regular contact to take place between the research staff employee and the supervisor/granholder (where these positions are occupied by different individuals) during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of

appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

Members of staff are employed on the conditions indicated in individual letters of appointment and any accompanying papers. The University is not obliged to give notice of termination or continue any employment beyond the end of that period. Where the period of the contract of employment is for one year or less it may be terminated short of the fixed term period by one months notice on either side. Where the period of the contract of employment is for more than one year, or where there have been a further contract or series of contracts immediately consecutive, the employment may be terminated short of the fixed term period by three months' notice on either side, except during the probationary period when the notice period is one month.

If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice.

Revised April 2016