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University of Strathclyde Glasgow

Knowledge Exchange Associate - Equality, Diversity & Inclusion in Scottish Heritage

School	English (www.strath.ac.uk/humanities/schoolofhumanities/english/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Knowledge Exchange	Reference No	352855
Reports To	Head of School via Principal Investigator Dr Churnjeet Mahn	Grade:	7
Salary Range:	£32,817 per annum	Contract Type:	Fixed Term (12 months)
FTE:	0.8	Closing Date	Thursday, 4 March 2021

Job Advert

An exciting opportunity has arisen within English, School of Humanities for a Knowledge Exchange (KE) Associate to join our team to work on an AHRC funded project. The KE Associate will work with Dr Churnjeet Mahn (AHRC EDI Leadership Fellow) to deliver a collaborative programme of engagement with Scottish heritage organisations around Equality, Diversity and Inclusion (EDI). The KE Associate will be part of a unique opportunity to engage Scottish organisations with a topic with heightened visibility in public discourse about heritage, but near invisibility in the sector's workforce. This AHRC fellowship is designed to create vital capacity to address EDI issues (with a special focus on race) in some of Scotland's largest and most influential heritage organisations (including Museums Galleries Scotland, the Chartered institute of Archaeologists and the Society of Antiquaries of Scotland). By working with the heritage sector to map challenges and address inequalities, build links with diverse communities, and involve young people (and potential future employees) directly with decision-making mechanisms, the overall fellowship programme provides the opportunity to embed better working and engagement practices and policies across the heritage sector in Scotland.

The KE Associate will be supported by the Dr Churnjeet Mahn and staff at Museums and Galleries Scotland to deliver the three main strands of the project:

- Strand 1 will involve using the Society of Antiquaries of Scotland and Museum and Galleries Scotland's extensive networks to facilitate a large survey of heritage professionals about EDI awareness and challenges to identify specific gaps in knowledge and practice.
- Strand 2 will focus on delivering two pilot case studies which will recruit 4 work placements each (these pilots are designed to generate impact through creating templates for future EDI-focused placements run by heritage organisations).
- Strand 3 will focus on dissemination. A part of this will involve showcasing material about the pilot studies on the Museums and Galleries Scotland website and sharing a suite of resources (toolkit) for BAME-focused community heritage projects.

As a Knowledge Exchange Associate, you will develop knowledge exchange objectives and proposals and play a lead role in relation to the project, with guidance from senior colleagues as required. You will conduct individual and collaborative knowledge exchange activities, including determining appropriate methods and contributing to the development of new knowledge exchange methods, continually reflecting on practice/methodology to enhance delivery to partners.

To be considered for the role, you will have a good honours degree and PhD / higher degree (or equivalent professional experience) in an Arts and Humanities (or heritage-related) subject with evidence of research in theories related to racial inequality. You will have sufficient breadth or depth of knowledge in the relevant discipline/s to contribute to knowledge exchange

programmes and to the development of knowledge exchange activities. You will have the ability to conduct individual knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals.

Whilst not essential for the role, applications are welcomed from candidates with: membership/working towards membership of a relevant Chartered/professional body (including the Higher Education Academy), experience of relevant student supervision and teaching activities.

A soon as possible start date is sought.

Job Description

Brief Outline of Job:

To undertake a specific knowledge exchange project/s under the general guidance of a knowledge exchange / research leader; to establish a personal knowledge exchange portfolio and plan knowledge exchange proposals, with assistance from senior colleagues as required; to engage where required in relevant research and teaching; and input to administrative activities.

Main Activities/Responsibilities:

1.	As part of a wider knowledge exchange programme, develop knowledge exchange objectives and proposals for knowledge exchange activities and play a lead role in relation to the project with guidance from senior colleagues as required.
2.	Plan and manage own workload, with guidance from colleagues as required.
3.	Conduct individual and/or collaborative knowledge exchange activities, including determining appropriate methods and contributing to the development of new knowledge exchange methods, continually reflecting on practice/methodology to enhance delivery to partners.
4.	Identify sources of funding and contribute to the securing of funds for knowledge exchange activities, including fostering links with potential partners, drafting proposals and planning for future proposals.
5.	Write up reports, individually or in collaboration with colleagues, for external organisations, and further write up findings for additional dissemination (e.g. professional publications or peer review journal publication) as appropriate.
6.	Join external networks to share information and ideas, inform the development of knowledge exchange objectives and to identify potential sources of funding.
7.	Collaborate with colleagues to ensure that knowledge exchange advances inform departmental research and teaching efforts.
8.	Participate in running successful CPD events and consultancy activity.
9.	Contribute in a developing capacity to School, Faculty and/or University administrative and management functions and committees.
10.	Engage 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)
E1 Good honours degree and PhD (or equivalent professional experience) in an Arts and Humanities (or heritage-related) discipline.
D1 Experience of working with BAME communities.
Experience
E2 Sufficient breadth or depth of knowledge in the relevant discipline/s to contribute to knowledge exchange programmes and to the development of knowledge exchange activities.
D2 Some relevant work experience.
D3 Experience of working on Equality, Diversity, and Inclusion (EDI) projects and/or extensive knowledge of theory related to EDI (eg. inequalities in race, gender, and sexuality).

Job Related Skills and Achievements
E3 Ability to conduct individual knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals.
E4 Ability to plan and organise own workload effectively.
E5 Ability to work constructively within a team environment.
Personal Attributes
E6 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

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 (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Dr Churnjeet Mahn, Principal Investigator (Email: Churnjeet.mahn@strath.ac.uk).

Conditions of employment relating to Knowledge Exchange Staff can be found here: Conditions of Employment.

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.

Probation

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

Pension

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

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.

Interviews

Formal interviews for this post will be held week commencing 08 March 2021.

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 gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.


Athena
SWAN
Bronze Award

disability
confident
EMPLOYER

CARER POSITIVE
Employer in Scotland
EXEMPLARY

happy to
talk flexible
working

Healthy
Working
Lives
Gold Award

ARMED FORCES
COVENANT
PROUDLY
SUPPORTING
THOSE WHO
SERVE.

Conditions of Employment

Knowledge Exchange 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 Knowledge Exchange 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 Knowledge Exchange staff carry out their duties in a variety of ways appropriate to the nature of their role, but expects work to generally be performed 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 arrangement 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

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2020, the threshold is £59,585.72 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

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.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

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 Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

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 http://www.strath.ac.uk/hr.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

The employment of a member of staff is terminable by at least three months notice in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2020