

Research Associate

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	259902
Reports To	Director of the European Policies Research Centre	Grade:	7
Salary Range:	£32,817 - £40,322 per annum (plus additional allowances based on work location in Delft)	Contract Type:	Fixed Term (22 months)
FTE:	1 (Full time)	Closing Date	17 November 2019

Job Advert

The European Policies Research Centre (EPRC), in the School of Government & Public Policy, is seeking to appoint a Research Associate – based at EPRC's office at the Technical University of Delft - to contribute to the comparative European policy research undertaken in the Centre. The appointee would participate in 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, as well as studies on European territorial cooperation, sustainable urban development, rural development policy and citizen engagement in regional policies.

As a Research Associate, under the general guidance of a research leader, you will develop research objectives and proposals, play a lead role in relation to a specific project/s or part of a broader project, conduct individual and/or collaborative research, contribute to the development of new research methods, identify sources of funding, and contribute to the securing of funds for research, including drafting grant proposals and planning for future proposals. You will write up research work for publication, individually or in collaboration with colleagues, and disseminate the results via policy reports, peer reviewed journal publications and presentation at conferences and seminars. You will join external networks to share information and ideas, inform the development of research objectives and to identify potential sources of funding. You will collaborate with colleagues on the development of knowledge exchange activities by participating in initiatives which influence public policy. You will contribute to Centre administrative functions and Centre, Faculty and/or University activities as required, and you will engage in continuous professional development.

To be considered for the role, you will be educated to a minimum of PhD level in an appropriate discipline, or have significant relevant work experience in addition to a relevant degree. You will have sufficient breadth or depth of knowledge on regional development in Europe, and a developing ability to conduct individual research work, to disseminate results and to prepare research proposals. You will have complete fluency in English and at least one other major European language. You will have an ability to plan and organise your own workload effectively and an ability to work within a team environment. You will have 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.

The post will be for 22 months in the first instance, with the possibility of renewal thereafter dependent on funding.

Job Description

Brief Outline of Job:

To undertake research projects and contribute to established research and knowledge exchange programmes in the field of regional development in Europe as part of a team under the guidance of a research leader; and, over time, to establish a personal research portfolio and plan research proposals, with assistance from senior colleagues as required. Research and knowledge exchange will primarily involve externally funded policy studies on behalf of European and national government authorities, 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. 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, focusing on individual countries (commensurate with the expertise and language ability of the applicant) and at the level of the European Union. For further details, see the EoRPA website: <http://www.eprc-strath.eu/eorpa>
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 individual countries/regions (commensurate with the expertise and language ability of the applicant), 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:

The post would also involve contributing to other studies funded by EU and national authorities (e.g. European Commission, European Parliament), Horizon 2020 and research councils. Examples of studies undertaken or underway are on the EPRC website at: <http://www.eprc-strath.eu/>

Although the main EPRC base is at the University of Strathclyde in Glasgow, the successful candidate would be based at EPRC's office at the Technical University of Delft (EPRC Delft) in the Netherlands following an induction period at the University of Strathclyde.

Main Activities/Responsibilities:

1.	Contribute to the delivery of established EPRC research programmes as well as other studies, develop research objectives and proposals for externally funded own or joint research and play a lead role in relation to a specific project/s or part of a broader project, with guidance from senior colleagues as required.
2.	Organise and carry out fieldwork research, notably programmes of interviews in different countries in English and other relevant languages (commensurate with the language ability of the applicant).
3.	Plan and manage own workload, with guidance from colleagues as required within agreed objectives to ensure that all activities are completed to specification and on time.
4.	Conduct individual and/or collaborative research, including determining appropriate research methods and contributing to the development of new research methods.
5.	Contribute to the securing of funds for research, and participate in the planning and development of research programmes/projects, leading and contributing to the preparation of tenders/proposals to national and European government institutions and research councils.
6.	Write up research work for publication, individually or in collaboration with colleagues, and disseminate results as appropriate to the discipline through, for example, the production of research reports for the policy community, peer reviewed journal publications and presentations at conferences.
7.	Engage in external networks with the policy and academic communities to share information and ideas, inform the development of research objectives and to identify potential sources of funding.
8.	Collaborate with colleagues on the development, organisation and running of knowledge exchange activities, notably presenting research results and papers at seminars and conferences, and leading and contributing to the provision of policy advice to practitioners and civil servants.
9.	Engage with academic colleagues at the Technical University of Delft to identify opportunities for collaboration on research, knowledge exchange and related activities.
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 appropriate discipline such as geography, economic, planning, law, politics, public policy of European studies
- E2 Complete spoken and written fluency in English and at least one other major European language

Experience

- E3 Sufficient breadth or depth of knowledge in the fields of regional economic development or EU policymaking (e.g. EU Cohesion Policy, EU Competition Policy) to contribute effectively to EPRC research programmes and the development of research projects and related activities
- E4 Understanding of EU institutions and policy processes
- E5 Interest in, or experience of, regional development or regional policy in one or more European countries
- D1 Experience of knowledge exchange related activities – engaging with policy practitioners in workshops, seminars etc

Job Related Skills and Achievements

- E6 Developing ability to conduct individual research work, to disseminate results and to prepare research proposals
- E7 Knowledge and experience of appropriate research methods
- E8 The ability to process and synthesise information from a range of sources (and in different languages) and to produce concise written output in English
- E9 Ability to plan, manage time and organise own workload effectively
- E10 Interpersonal skills, particularly the ability to work within a team environment

Personal Attributes

- E11 An interest in studying the design and implementation of regional policy from a policymaker perspective
- E12 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 Professor John Bachtler, Director (john.bachtler@strath.ac.uk +44 141 548 3339) or Professor Fiona Wishlade, Director (fiona.wishlade@strath.ac.uk +44 141 548 3061).

Conditions of Employment

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

Allowances

Where applicable, the successful applicant may be eligible for additional allowance(s) (typically c8% of salary) in recognition of their residence and work base being in the Netherlands and pension allowance (typically c18% of salary) if applicable.

Probation

Where applicable, the successful applicant will be required to serve a 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.

Interviews

Formal interviews for this post will be held on 18 December 2019.

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.

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.



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 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 8.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2019, the threshold is £58,589.70 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/members/members-home/resources/factsheets-and-member-guides>. 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 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 2019