**Job Description: Post Doctorate Research Assistant**

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| **Faculty:** | ***Faculty of Humanities and Social Sciences*** |
| **Department/Subject:** | ***Law*** |
| **Salary:** | *Grade 8: £38,205 per annum (8.31)* |
| **Hours of work:** | ***35h per week from 01/10/2024*** |
| **Number of positions:** | ***1*** |
| **Contract:** | **This is a fixed term position for 18 months, funded through the Innovate UK project Odyssey.** |
| **Location:** | **This position will be based at the Singleton Campus** |

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| **Main Duties** | 1. Engage with Odyssey stakeholders, monitor email communication and contribute towards the project activities. 2. Pro-actively contribute to and conduct research, including generate original ideas and present results. 3. Prepare reports and papers describing the results of the research, mainly for publication. 4. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 5. Interact positively and professionally with other collaborators and partners within the Faculty and elsewhere in the University and beyond as appropriate such as in public organisations and academia. 6. Keep informed of developments in the field in technical, specific and general terms and their wider implication for the discipline area, commercial applications and the knowledge economy. 7. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly with regard to probation, PDR and participation in training events. 8. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work. |
| **General Duties** | 1. To promote equality and diversity in working practices and maintain positive working relationships 2. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity 3. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy. |
| **Person Specification** | **Essential criteria**   1. A PhD in Computer Science or other relevant discipline. 2. Evidence of the ability to actively engage in and contribute to writing and publishing research papers, particularly for refereed journals. 3. A demonstrable ability to conduct research in line with the objectives of the project. 4. Evidence of planning skills to contribute to the research project. 5. A commitment to continuous professional development.   **Desirable Criteria**   1. Experience in computational law, LegalTech or related research fields. 2. Previous experience working with a wide range of stakeholders. 3. Proven track record of relevant academic publications.   **Eligibility**   1. This role may be especially attractive to former PhD students in and around the Swansea area. |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Dr Livio Robaldo livio.robaldo@swansea.ac.uk |

  