



JOB DESCRIPTION

Job Title:	Postdoctoral Researcher in Late Antique Canon Law (2-year post)
Department / Unit:	History
Grade:	RHUL 7
Accountable to:	PI/Head of School/Department
Accountable for:	N/A
Purpose of the Post	
<p>This job offers an opportunity to conduct research on late antique canon law at Royal Holloway, supported by the ERC-project CONNEC 'Connected Clerics. Building a Universal Church in the Late Antique West (380-604 CE)' (https://connectedclerics.com). The candidate will be expected to develop this area of research and participate in the everyday life and other activities of the research project. He or she will, additionally, participate in the project's dissemination and coordination activities alongside public engagement work.</p> <p>Main Purpose</p> <p>Postdoctoral researchers are expected to undertake research in line with the project's strategy. They will also participate in departmental administration as requested by the Head of Department.</p>	
Key Tasks	
<p>The key objectives and principal accountabilities for a researcher are as follows:</p> <ol style="list-style-type: none"> 1. To engage in individual and collaborative research activities resulting in high quality outputs, including those to be submitted to the Research Excellence Framework (REF) or its equivalent. 2. To play a significant role in the project's everyday activities including coordination, dissemination and administrative duties as required. 3. To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector). <p>Main Contacts</p> <p>Main contacts are team members, other members of academic and administrative staff within the department and College and academics in the field in other institutions.</p>	

Duties and Responsibilities of the Post

1. Research and Scholarship

- 1.1. Produce high quality research outputs for publication in monographs, recognised high profile journals, policy documents, industry-related contexts or as performance/exhibition material as appropriate, and contribute to the department's REF submission to a satisfactory level.
- 1.2. Coordinating research strand collaboration, including supervising the work of others and managing/monitoring her/his research budget.
- 1.3. Present at conferences and/or exhibit work at other appropriate events.
- 1.4. Identify sources of funding and contribute to the process of securing funds.
- 1.5. To be active in learned societies as appropriate.
- 1.6. Participate in project's everyday activities.
- 1.7. Engage in continuous professional development.
- 1.8. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.
- 1.9. Conduct individual and collaborative research projects.

2. Research Administration

- 2.1. Undertake and complete administrative duties required in the development of the project, such as collaborating in the organisation of scientific meetings and essential paperwork.
- 2.2. Being responsible for the administration of her/his personal research allowance.
- 2.3. Assist with project members recruitment.
- 2.4. Collaborate in mentoring PhD students and other research students in line with disciplinary norms.

3. Leadership, Enhancement, External Engagement and Impact

- 3.1. Attend and contribute to project, departmental and College meetings.
- 3.2. Assist with project recruitment.
- 3.3. Participate in the project's working groups, as required.
- 3.4. Engage in project activities such as attendance at meetings and conferences.
- 3.5. Advise and provide support to less experienced colleagues.
- 3.6. Build contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- 3.7. To participate in external networks, for example to identify sources of funding, be active in learned societies and or professional bodies, market the project, facilitate outreach work, or build relationships for future activities.

4. Undertake additional duties, as required by the PI, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

As the needs of the Project and the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

