JOB DESCRIPTION

Job Title:	CoSTAR National R&D Lab – Inclusion and Ethics Research Fellow
Department / Unit:	StoryFutures
Job type	Professional Services
Grade:	RHUL 7-30/7-31
Accountable to:	StoryFutures / CoSTAR National R&D Lab, Head of Inclusion
Accountable for:	Research support and delivery of CoSTAR Inclusion strategy
Purpose of the Post	

The Inclusion and Ethics Research Fellow will support the Head of Inclusion to deliver the CoSTAR National R&D Lab's inclusion strategy and core activities. They will work closely with internal colleagues at Royal Holloway, University of London and CoSTAR National Lab partners, including University of Surrey, Abertay University, National Film & Television School, Disguise, BT, Pinewood Studios and Surrey County Council, as well as collaborating with industry consortia partners, funders and relevant policy makers and industry stakeholders including UKRI/AHRC etc.

As a research fellow the post will also be expected to contribute to a range of research activities related to inclusion and ethics. This post holder will be responsible for integrating these strategic priorities across our ground-breaking research projects at the CoSTAR National Lab, with the CoSTAR Network as well as key businesses, talent and stakeholders within the UK creative industries.

The post-holder will need to work with a wide range of stakeholders to achieve a positive profile, provide thought leadership, build awareness and increase the reputation of the National Lab both in the UK and internationally. The research output and activities will be utilised for academic publication, as well as Internal & External Comms, PR/Press, Social Media, Web, CRM, funder reporting, events, awards entries and other promotional activity to support the outputs of the National Lab and to raise awareness of the wider value those outputs deliver.

Key Tasks

STRATEGY:

To support planning and execution of the EDI strategy and action plan, and to drive awareness of both within CoSTAR National Lab and specific areas of research.

To develop compelling frameworks in line with CoSTAR National Lab commitments and guidelines with support of the team and wider CoSTAR network.

To support the work of the EDI Working Group across the CoSTAR Network

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REPORTING & ANALYSIS:

To provide guidance, analysis and reporting on EDI activity with CoSTAR National Lab and across the network and support best practice. To keep informed on the latest trends, tools and methods.

To liaise and collaborate with teams at Royal Holloway as well as all CoSTAR National Lab partners (Surrey, Abertay, NFTS, Disguise) and counterparts at other CoSTAR Network Labs (Ulster, York, Abertay, Edinburgh, Goldsmiths) to document and capture activity relating to inclusion and ethics.

EXTERNAL ENGAGEMENT:

To work with Comms to research, create and promote a regular cycle of speakers and events on inclusive innovation & ethics for the CoSTAR National Lab subscriber and the CoSTAR National Lab team (Royal Holloway, Abertay, Surrey, Disguise)

Run co-creation workshops and events during the lifecycle of the CoSTAR National Lab and liaise with relevant team members to enable the other research functions.

To support our work with industry partners and SMEs, through incubators and industry calls, with an evidence-led approach to how we support and embed diversity in business

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INTERNAL ENGAGEMENT:

To design and lead workshops on inclusion and ethics across the CoSTAR Network and with industry

To actively contribute to an inclusive culture of active staff engagement within StoryFutures.

RESEARCH:

For specific R&D projects:
- To conduct desk research on assigned topics including writing up literature reviews, including both academic and industry resources.
- To contribute to research design as part of the research team and in collaboration with creative industry partners.
- To support research delivery activities, including contributing to the design of surveys or other research tools, with consideration of research ethics and approval procedures
- To be responsible for organising other research activities (e.g. focus groups, interviews, lab or remote testing), supported by the wider team

- To conduct quantitative data analysis, supported by the research team
- To conduct qualitative data analysis activities such as transcription and thematic analysis, using tools such as AI transcription software and MAXQDA, supported by the research team
- To contribute to the preparation and presentation of the findings of the research activities.
- To contribute to written reports or publications concerning the project.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the CoSTAR National Lab / University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of CoSTAR National Lab / Royal Holloway is conducted.

We currently have a flexible working pattern with a mixture of days in the office and working from home.

There is the potential for out-of-hours support for key CoSTAR National Lab events as required.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

Internal (University)

- EDI leads, data teams, HR business partners, Marketing, External Communications / PR & Internal Communications Departments
- Events, Digital, Design & Media Arts Departments

External
- CoSTAR National Lab partners
- CoSTAR Network labs
- Funders & other creative industries orgs e.g. AHRC/UKRI, Immerse UK, CE team
- EDI organisations
- SMEs and industry users of National Lab

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to Degree level or equivalent experience	x		Application Form
Educated to PhD or Masters level in a relevant field (or evidence of equivalent research and publication experience, or equivalent industry experience		x	Application form
Relevant professional or research practice in Equity Diversity and Inclusion	x		Application Form
Knowledge or experience of EDI within the creative industries		x	Application Form / Interview
Specific Skills, Experience and Knowledge			
Developing record of quality publications in journals or academic press		x	Application Form/Interview
Qualitative research skills (e.g. handling interviews, participatory workshop methods)	x		Application form/Interview
Quantitative research skills (i.e. large datasets, advanced statistics)		x	Application form/Interview
Strong IT skills, coding software, ideally some data visualisation experience	x		Application form/Interview
Knowledge of UK creative industries' current creative and business challenges and opportunities related to EDI	x		Interview

Experience of working with creative companies in a professional and/or research capacity	x		Application form/ Interview
Writing skills for industry audiences, academia, online, social media	x		Interview
Personal and Interpersonal Qualities			
Effective teamworking skills, including the ability to work flexibly across a range of different work environments spanning industry and academia	x		Interview
Excellent communication and presentation skills	x		Interview
Excellent interpersonal skills, including ability to build relationships and collaborate with relevant media industries as well as work effectively in-person or remotely with audience participants	x		Interview
Ability to work flexibly, including working with international time zones and across UK wide locations on some weekends and evenings as required.	x		Application Form
A keen interest in emerging technologies, research and innovation e.g. XR (Mixed Reality), VR (Virtual Reality), AR (Augmented Reality), Realtime technologies (Virtual Production), AI (Artificial Intelligence)	x		Application Form/ Interview
Ability to start end June/July 2024 or asap thereafter		x	Application Form/ Interview