



The  
University  
Of  
Sheffield.

About  
The  
Job.

**Management School**

**Faculty of Social Sciences**

**Research Associate**

**Pursue the extraordinary**

# Overview

The Faculty of Social Sciences is a large and diverse grouping of thirteen departments, including 'classical' social science departments, but also several other major subject areas, some of which are distinctive to Sheffield. This rich and exciting disciplinary mix, encompassing both world-leading academic research and education and also a strong practitioner focus in particular areas, uniquely positions the faculty among Sheffield's peer institutions.

## About the Department

Sheffield University Management School, the Faculty of Social Sciences' largest department, has achieved accreditation from the three largest and most influential business school associations: AACSB, AMBA and EQUIS.

The Management School operates within a University and Faculty with a world-class research reputation and ambition. As such, the School has cutting-edge research at the heart of its activities and as the base of its strategic focus. Our vision is to use this research base to be recognised as a leading international management school known for delivering an outstanding student experience and impactful socially-responsible research in a collegiate learning environment. We are proud to deliver intellectually rigorous cutting-edge research, and excellent teaching and learning in a stimulating, innovative environment. Through the distinctiveness of our graduates, excellence of our staff, and network of international partners, we seek to inform the practice of management, and to make a difference to our global community.

The mission of Sheffield University Management School is to develop knowledgeable and employable students, promote socially-responsible work practices and have a positive impact on organisations and society throughout the world. We sustain a research-intensive environment that creates, advances and disseminates knowledge with respect to management inquiry, for the benefit of students, private and public sector organisations and society in general. Our relocation to a fully refurbished building in June 2013 provides modern facilities in which to achieve our ambitions. We currently employ over 110 academic staff who are supported by a Professional Services team of over 40 staff whose remit covers the administrative function of the School.

Our website offers more information about all aspects of the School's activity. Please see [www.sheffield.ac.uk/management](http://www.sheffield.ac.uk/management) for more details.

## Job Role

We are looking to appoint a Research Associate to work with Professor Jason Heyes on a project that will examine international developments in labour administration. The International Labour Organisation (ILO) uses the term 'labour administration' to refer to institutions, activities and outcomes across the entire field of national labour policy, including employment, labour law, occupational health and safety, social protection and employment relations. The purpose of the project will be to deepen understanding of the organisation of national labour administration systems in different countries and how they develop over time, drawing on perspectives from political economy, public administration and employment relations. The project will also examine

how national labour administration systems influence labour market outcomes and indicators of decent work (such as wellbeing, health and safety and access to training).

## Job Description

### Main Duties and Responsibilities

- Undertake high-quality research in line with project demands.
- Identify, organise and review appropriate literature, including academic, policy and grey literatures.
- Collect and analyse qualitative and quantitative (particularly secondary/official) data using appropriate methods (including multivariate analysis).
- Manage data collection and storage on a day-to-day basis.
- Attend internal and external meetings related to the research project.
- Write research outputs, which might include journal articles, book chapters, policy briefs and reports.
- Contribute to conference presentations and practitioner workshops, and also contribute to organising and running them.
- Plan own research schedule and workload within the project schedule framework to ensure that the overall project milestones and objectives are met.
- Plan several months in advance to meet deadlines for journal publications and to prepare presentations and papers for conferences.
- Liaise with researchers from a range of collaborative areas within the University and the partnering institutions, and maintain good working relationships with them.
- Any other duties, commensurate with the grade of the post.

## Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
Qualifications and experience			
1.	PhD in a relevant subject (or equivalent experience)	X	
2.	Excellent record of high quality publications for appropriate career stage		X
3.	Experience of researching public policy or public administration matters relating to work and employment	X	
4.	Experience in qualitative data collection and analysis	X	
5.	Experience in quantitative data collection and analysis	X	

6.	Experience of conducting international comparative research		X
7.	Ability to conduct systematic and inquiry-based research	X	
8.	Ability to use Microsoft Office and related packages	X	
9.	Ability to use reference management tools such as Mendeley		X
10.	Ability to use statistical software such as SPSS	X	
Communication skills			
11.	Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations.	X	
Team working			
12.	Experience of working in a multi-disciplinary team and independently.	X	
Problem solving and decision making			
13.	Ability to develop creative approaches to problem solving.	X	
Project management			
14.	Experience of project management and the ability to manage resources effectively.		X
15.	Ability to plan and prioritise own workload and forward plan.	X	
Personal effectiveness			
16.	Ability to adapt skills to new circumstances.	X	
17.	Proven ability to work to and meet deadlines.	X	
18.	Excellent organisational skills and the ability to undertake some administrative duties.	X	

## Further Information

**This post is fixed-term** with a start date as soon as possible for a period of 12 months.

### **This post is full-time:**

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University (See [www.sheffield.ac.uk/hr/guidance/flexible/arrangements](http://www.sheffield.ac.uk/hr/guidance/flexible/arrangements)). Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. If you wish to explore flexible working opportunities in relation to this post, we encourage you to call or email the departmental contact listed below.

## Reward and Recognition – The Deal

**Terms and conditions of employment:** Will be those for Grade 7 staff.

**Salary for this grade:** £30,175 - £38,183 per annum.



The Deal is the pay, rewards and many benefits you earn for being a valued member of our University and by being ambitious and performing at your best.

If you join the University you will have access to The Deal and your own personalised pay, reward and benefits portal where you can access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example childcare vouchers, Cycle to Work initiative, shopping discounts along with access to extensive development and training options – over a third of staff work in Investors in People (IiP)

To find out more visit [www.sheffield.ac.uk/hr/thedeal/benefits](http://www.sheffield.ac.uk/hr/thedeal/benefits)

Through The Deal we are committed to making the University a remarkable place to work and we support this through a number of sector leading initiatives such as Juice and Sheffield Leader.



*the***SheffieldLEADER**

Our innovative Health and Wellbeing programme, Juice, promotes happiness and wellbeing through a broad range of inclusive activities ([www.shef.ac.uk/juice](http://www.shef.ac.uk/juice))

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University ([www.sheffield.ac.uk/hr/sld/sheffieldleader](http://www.sheffield.ac.uk/hr/sld/sheffieldleader)).

We are also proud of our award-winning equality and diversity action which enhances working life for all. 92% of staff tell us they are treated with fairness and respect (staff survey 2016) [www.shef.ac.uk/hr/equality](http://www.shef.ac.uk/hr/equality)

In our staff survey (2016) 94% of staff said they were proud to work for the University and 89% of our staff would recommend the University as an excellent place to work. To find out more about what it's like to work here have a look at our webpages, <http://remarkable.group.shef.ac.uk/>, [www.sheffield.ac.uk/staff/survey](http://www.sheffield.ac.uk/staff/survey) and [www.sheffield.ac.uk/jobs/staffbenefits](http://www.sheffield.ac.uk/jobs/staffbenefits)

**Closing date:** For details of the closing date please view this post on our web pages at [www.sheffield.ac.uk/jobs](http://www.sheffield.ac.uk/jobs)

#### **Informal enquiries:**

For informal enquiries about this job and the recruiting department, contact: Professor Jason Heyes – [j.hey@sheffield.ac.uk](mailto:j.hey@sheffield.ac.uk)

For administration queries and details on the application process, contact the lead recruiter: Kathryn Hewitt - [k.hewitt@sheffield.ac.uk](mailto:k.hewitt@sheffield.ac.uk)

For all online application system queries and support, visit:

<https://www.sheffield.ac.uk/jobs/applying>

**Health assessment:** All new employees will undertake a Health Assessment Questionnaire. The questionnaire is to assess the individual's fitness for the job role which they have been offered and ensures appropriate health advice and guidance can be provided. The assessment will be carried out on behalf of the University by Health Management Limited (HML).

## Selection-Next Step

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

The University of Sheffield is committed to achieving excellence through inclusion.



The University of Sheffield is proud to be a Two Ticks employer

[www.sheffield.ac.uk/hr/equality/support/twoticks](http://www.sheffield.ac.uk/hr/equality/support/twoticks)



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