

**University of London Job
Specification**

Job Title: Training Fellow in History and the Humanities

Department: School of Advanced Study (SAS)

Section: Institute of Historical Research (IHR) and SAS Central

Level: Level 07 (1FTE 3 year fixed term post)

Post number: 002490

Job Purpose:	To support the School's national mission of promoting and facilitating researcher training in the field of History and related disciplines. Working with academic leads to develop the School's short course portfolio, facilitating cross-Institute/department collaboration and the launch of new courses and seasonal schools, both online and in-person.
Job Content:	<p>Institute of Historical Research (0.5fte)</p> <ol style="list-style-type: none"> 1. Audit the IHR's existing training provision and conduct a scoping exercise of history skills requirements for new generation research, working closely with the IHR's postgraduate and early career communities - History Lab and History Lab Plus - to identify emerging needs and co-design ways of addressing them. 2. Working with the Institute Director, Institute Manager and Director of Studies, and drawing on expertise from across the IHR community and the SAS Doctoral Training Centre, develop and deliver a new programme of appropriate subject-specific and interdisciplinary researcher training and short courses for doctoral and early career historians. 3. In partnership with the SAS Archivist and IHR Library & Digital, develop and coordinate training for community groups to support the documenting, exploring and preserving of the histories of groups currently underrepresented in historical archives. 4. Collaborate with external partners to develop training for academic-related careers and to create training opportunities for people working with the past beyond the university sector. 5. Support History & Policy's development of a CPD training programme using humanities-led research and skills for government. 6. Coordinate applications to the IHR Internships programme. <p>School of Advanced Study (0.5fte)</p> <ol style="list-style-type: none"> 7. Working collaboratively with SAS colleagues, develop cross-disciplinary development sessions for researchers in line with School strategy.

8. With the School's academic leads, develop and curate SAS's short course portfolio, facilitating cross-Institute/department collaboration and the launch of new courses and seasonal schools, both online and in-person.
9. Co-ordinate the publicity for short courses and seasonal schools working with colleagues in the Academic Engagement and Impact Team, Institutes and the Central Communications Team to maximise outreach.
10. In collaboration with technical staff, support external course leaders in providing reading lists and other teaching materials on the SAS virtual learning environment for short courses and seasonal schools.
11. Work with academic leads and other colleagues across the School to develop channels of further engagement once the course has been delivered, such as reading groups or digital spaces to facilitate ongoing discussion.
12. Lead on exploring options for micro-credentialling of the short course offering and pathways to full Masters programmes.

Other Duties

13. Contribute to the day-to-day activities of the School and Institute including attendance at staff meetings and events where necessary.
14. Actively follow and promote University of London policies, including the University's Dignity at Work and Equal Opportunities Policy.
15. Maintain awareness and observation of fire and health and safety regulations.
16. Any other duties consistent with the grade and scope of the post.
17. Any other duties reasonably required of the postholder by the reporting manager.

Reports to:	Professor Claire Langhamer (IHR Director)
Additional demands of the role:	

Person Specification

EXPERIENCE

Essential:

- Experience of academic research in History and related disciplines.
- Experience of planning and delivering research skills training and workshops.
- Familiarity with the research training needs of postgraduates and early career scholars.
- Familiarity with academic development needs.
- Experience with the online delivery of academic training.

Desirable:

- Experience of collaborating with non-HEI and community organisations.
- Experience of creating content for social media and the web.

PERSONAL QUALITIES

- Ability to work independently to initiate and complete specific projects within a set deadline.
- High level interpersonal and communication skills.
- Good time management skills
- Willingness to participate in the wider scholarly mission of the School of Advanced Study.
- Ability to build partnerships within the School, across the University and with external bodies.
- Ability to work collaboratively with academic and professional services staff.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Advanced competency in English
- Well-developed academic presentation skills
- Demonstrably excellent written and verbal communication skills to suit a range of audiences.
- Understanding of knowledge exchange and public engagement work in an academic context.
- Superior organizational skills to plan a programme and schedule of work to complete complex tasks with multiple contributors to set deadlines.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- A PhD completed or nearing completion in History.

Desirable:

- Fellowship of the Higher Education Academy/ Advance HE or a postgraduate certified qualification in higher-education teaching or academic practice.

COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
Academic Community focus	C	
Adapting to Change	C	
Creativity and Innovation	C	
Interpersonal Understanding	C	
Leadership	B	
Managing Resources	C	
Organisational Commitment	C	
Proactivity and Planning	C	
Problem Solving and Decision Making	B	
Performance Management	N/A	
Resilience	C	
Working Collaboratively with Others	C	

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>