THE UNIVERSITY OF WARWICK

JOB DESCRIPTION

POST TITLE:	Research Fellow
DEPARTMENT:	Film and Television Studies
POST RESPONSIBLE TO:	Dr Jon Burrows (Head of Department); Dr Rachel Moseley (PI on Research Project); Dr Helen Wheatley (CI on Research Project)
SALARY:	£27,319 - £35,646 pa
REFERENCE NUMBER:	59949 - 030
CLOSING DATE:	27 April 2010

JOB PURPOSE:

To undertake original research under the aegis of this project which will also support the work of the Department of Film and Television Studies and develop and enhance its reputation, both internal and external to the University.

DUTIES AND RESPONSIBILITIES:

1. To pursue individual and collaborative research of high quality consistent with making a full active contribution to the Department in line with its research strategy. Specifically, this research will include reviewing the field of historical television studies, and producing the archival research, production research, and textual analyses outlined in the job description.

2. To liaise effectively with the Project Investigators, and with the Project Research Student, contributing to the successful execution of the AHRC-funded project *A History of Television for Women, 1947-1989*

3. To publish research outcomes in appropriate journals of international standing and to publish and disseminate the result of research and scholarship in other reputable publications. It is expected that the successful candidate will publish at least four articles out of their research on this project.

4. To secure, with the project team, a contract for the publication of a journal special issue on the subject of women's television history, and to edit this through to publication.

5. To present research findings widely at academic and professional conferences (both nationally and internationally), and through newspaper/magazine articles and media appearances wherever possible. The Research Fellow will therefore contribute to the external visibility of the project and the Department.

6. To co-organise and participate in a one day symposium on 'Television for Women'. This is part of a commitment to ensuring the project reaches other national/international scholars/archivists, publicising the project's findings across the broader academic and archival communities, and stimulating comparative research.

7. To support the Project Investigators in liaising with archivists and promoting the urgency of women's television history as an archiving priority.

8. To acknowledge the ethical considerations of the Research Project and act accordingly. In the case of archival material where information on individuals is available, to pay attention to any sensitive information and consult archive managers for guidance in handling such material.

9. To attend and fully participate in project management meetings, including undertaking a fair share of any associated administration tasks.

10. To contribute to the research plans developed by the Department, including providing such information as may be required by the Department to monitor the progress of each member of staff's research programme and to support the Department fully in the preparation of material required for the REF or similar activities.

11. To help draft research reports for the Project Investigators.

12. To undertake such specific departmental roles as may be reasonably required by the Head of Department.

13. To attend departmental meetings and to participate (where necessary) in other committees and working groups within the department, the faculty and the University.

14. To participate in relevant professional activities.

15. To engage in continuous professional development.

16. To ensure compliance with health and safety in all aspects of work.

The duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job. The post holder will be required to be flexible in their duties.

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PERSON SPECIFICATION

POST TITLE: Research Fellow

DEPARTMENT: Film and Television Studies

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	**ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS**	**MEASURED BY:** a) Application Form b) Test/Exercise c) Interview d) Presentation
Undergraduate and postgraduate qualifications, or equivalent in a relevant field	E	a
A PhD (or equivalent experience) in a relevant field	E	a
Experience of conducting archival research	D	a, c, d
Experience of conducting textual analysis of television programmes or similar	E	a, c, d
A developing profile of research publications	E	a, c
Administrative experience and/or capabilities	E	a, c
Experience of conducting production research (e.g. interviewing professionals)	D	a, c, d
A commitment to a feminist research agenda and the field of television history	D	a, c, d
Experience of working on collective research projects	D	a, c
Experience of editorial work	D	a, c
Experience of organising research events (conferences, symposia, etc.)	D	a, c

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FURTHER PARTICULARS

The University

The University of Warwick is arguably the most successful of UK universities founded within the past half-century, and has earned an outstanding reputation both for research and teaching. Warwick is comfortably ranked within the top ten of all UK university league tables. The latest national UK newspaper tables (Times, Guardian, Independent, December 2008) all ranked Warwick in 7th place overall for research based on its performance in the Research Assessment Exercise.

Founded in 1965 Warwick has been a unique and uniquely successful British university combining a "can-do" entrepreneurial spirit with a commitment to absolute academic excellence. Professor Nigel Thrift, Warwick's 5th Vice-Chancellor, was appointed in 2006 to transform the University from a leading university within the UK to become one of the world's top 50 universities by 2015. A new university strategy was launched as a result of extensive consultation with staff, students and Warwick's many external stakeholders, and is making good progress.

Warwick employs over 5,000 members of staff, of whom 2,400 are academic and research staff spread across 28 academic departments and 30 research centres; The University's most recent QAA Institutional Audit in November 2008 resulted in findings of "confidence" in our management of academic standards and the quality of the learning experience, and a very positive report. The results of the 2008 Research Assessment Exercise (RAE) again reiterated Warwick's position as one of the UK's leading research universities, being ranked 7th overall in the UK (based on multi-faculty institutions). 65% of Warwick's research is 'world-leading' or 'internationally excellent', with a quality level of either 3* or 4*. 19 Warwick Departments were ranked in the top 10 in the UK in their units of assessment and Warwick achieved a 35% increase in the number of staff selected in RAE 2008, with almost 90% of staff submitted.

The University of Warwick has a total student population of 17,000 (full-time equivalent) of whom approximately 11,000 are undergraduates and 7,000 are postgraduates. The University is an international and cosmopolitan body which is committed to tackling major global problems through research and teaching. Many of Warwick's staff originate or were educated overseas and almost a third of the total student population comes from over 120 countries outside of the UK.

The University's main campus, located on a 400-acre site spanning the south west boundary of Coventry and the county of Warwickshire has an open and pleasant outlook. The campus offers excellent sporting facilities, including a swimming pool, a newly refurbished gym, a climbing wall, an all weather running track and acres of football and rugby pitches. An indoor tennis centre has recently been opened. The renowned Warwick Arts Centre is one of the largest outside London with the Mead Gallery showing visiting collections of contemporary art, a concert hall, two theatres and a cinema. The 1,500 seat Butterworth Hall reopened in Autumn 2009 following a £6.9 million redevelopment.

The University of Warwick is ideally placed for easy access to London (just over one hour on the train), close to the picturesque towns of Warwick, Kenilworth and Leamington Spa and about 45 minutes from the centre of Birmingham. Immediately to the south of the main campus is rural Warwickshire and both Shakespeare's Stratford and the Cotswolds are just 30 minutes away.

The University of Warwick has a turnover approaching £350 million. The University continues to invest heavily in its campus infrastructure and environment and current developments include a multi million pound extension and redevelopment of the Students' Union building, a new Clinical Trials Unit for Warwick Medical School and a £2 million refit of our Chemistry teaching labs.

The state-of-the-art £50 million Warwick Digital Laboratory's foundation stone was laid by Prime Minister Gordon Brown in May 2007 and he returned to formally open the building in 2008.

Further details about the University of Warwick can be found at http://www.warwick.ac.uk

The Managerial and Administrative Structure of the University

The University's administrative and managerial structure is headed by the Vice-Chancellor, supported by the Deputy Vice-Chancellor (this position is vacant at the present time), the Registrar, the Deputy Registrar and the Finance Director. However, as with all such structures, the informal lines of decision making and the sharing of responsibility for planning and strategy flatten the hierarchy. Institutional level decisions are initially made by a group comprising academics and administrators who form the Senate Steering Committee which operates much along the lines of a weekly cabinet for the University.

The Registrar, Mr Jon Baldwin, is responsible for the administration of the University and is supported in this task by a team of Senior Officers, each of whom is responsible for a key area and associated offices of University administration: the Academic Registrar, the Estates Director, the Director of Human Resources and Commercial Activities, the Director of IT Services, the Director of Development, Communication and Strategy, and the University Librarian. A number of office heads and directors report in turn to these Senior Officers. To ensure overall co-ordination between and across the University's administration, all administrative posts within academic departments have a "dotted line" reporting to the University Registrar as well as the Department in which they are based.

The Post

You will assist the Project Investigators (Dr Rachel Moseley and Dr Helen Wheatley at the University of Warwick; Dr Helen Wood and the Postgraduate Researcher at De Montfort University) in the successful execution of the AHRC-funded project *A History of Television for Women, 1947-1989*. You will undertake original research under the aegis of this project which will also support the work of the Department of Film and Television Studies and develop and enhance its reputation, both internal and external to the University.

As Postdoctoral Research Fellow on this project you will research television programming made for and watched by women viewers during a significant period of British television history: 1947-1989. The project as a whole will relate the development of television and its viewers in Britain to social change, particularly in relation to the growth of consumer culture, increase in the female workforce, the re-organisation of family life, and the rise of the women's and civil rights movements during the research period.

Available archived programming from the period suggests interesting shifts in content, modes of address and representations of gender. However, little is known about how the British television industry, with its public service ethos, conceptualised the female audience, or how, when and why programmes were made specifically for women. You will produce research which works to fill in some of the gaps in the history of British television, outlining significant moments in the period, specific programme types, genres and scheduling slots which have become significantly marked as feminine.

Whilst television has traditionally been identified as a 'feminised' medium, because it is apparently 'domestic, passive and generally oriented to consumption, rather than production' (D'Acci, 2004), there are still significant gaps in our knowledge of the relationship between television and women, which is impacting significantly upon contemporary television scholarship. The Research Fellow will therefore need review the existing literature in order to contextualise the increasing body of writing on 'post-feminist' television that proceeds without an adequate history of what has gone before, and reconsider prior feminist histories of television. This is a project with a strong feminist agenda, which aims to contribute to a fuller understanding of the production, texts and reception of women's media culture in Britain.

There is some flexibility in the areas of specialism sought from the successful candidate. The Department would however be particularly interested in a candidate with a strong background in archival research in the field of television, film and/or media history. We are seeking to appoint someone to explore the production culture, policies and decision making which produced the strong vein of television programming for women in Britain, using, amongst other sources, the BBC Written Archive at Caversham and the ITC collection held at the BFI.

You will also be expected to document, using listings magazines and popular publications for women, the factual and dramatic programming that was addressed specifically to a female viewer to establish (and attempt to protect) what is available in the archives. They will also be responsible for producing analyses of some of the key programmes that emerge from this search, by viewing where possible, or by reconstructing programmes through written archives (floor plans, shooting scripts etc).

You will also liaise with the project team to support their attempts to recover a generationally and nationally dispersed set of female audience members from the historical period in question who will be approached through contemporary women's publications.

You will be responsible for producing groundbreaking academic research presentations and publications on the subject of the history of television for women. They will also support the Project Investigators in the production of a report for both archivists and women in media groups which will outline the significance of a feminist politics of archiving through our key findings about influential programming and their significance in women's cultural memories.

Informal enquiries: Dr Helen Wheatley, Department of Film and Television Studies, University of Warwick e-mail: Helen.Wheatley@warwick.ac.uk or tel: 024 7657 3871

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Recruitment of Ex-Offenders Policy

(Developed in line with the CRB Disclosure information pack, part DIP011)

This Policy applies to all staff recruitment at the University of Warwick.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the University of Warwick complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The University of Warwick is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Our written policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the University of Warwick and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University of Warwick to ask questions about the applicants entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all appropriate staff in Human Resources at the University of Warwick who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. Line managers are advised who to approach for support on these issues.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure on the part of the applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

We do not accept Disclosures transferred from other organisations and do not supply Disclosures requested by us to any external organisations.