



Job Title: Research Associate

Grade: 7

Salary: £39,355 to £45,413 per annum, pro-rata if part-time

Department: School of Archaeology and Ancient History

Hours/Contract: Full-time or job share, fixed term contract from 1 April 2025 to 30 September 2026

Reference: 11503

Role Purpose

To coordinate data from different work packages, collate analyses, and contribute to publications and project outputs. This includes the development of a data management plan and database system for the project which incorporates both new and legacy data which is sustainable beyond the lifetime of the project. To develop and coordinate an open access plan for the project data working with team members and stakeholders in the Caribbean and UK. To contribute to fieldwork.

Main Duties and Responsibilities

Research

- To develop and coordinate a data management plan for the research project.
- To coordinate and manage data from the work packages, fieldwork, analyses, and outputs to deliver the research project successfully.
- Management of project databases, ensuring accurate and reliable data, and access and training to the project team and key stakeholders.
- To undertake high-quality data analysis using appropriate techniques and to assist in the interpretation of the research data to attain project milestones.
- To interpret, report, summarise, and contribute to writing up research findings for publication as lead and co-author as appropriate. To contribute to research outputs to journal articles, technical papers, monograph, book chapter.
- To represent the research group by disseminating results/findings at national and international conferences and broader community.
- With the support of colleagues, identify opportunities to apply for fellowships and/or further project grants
- To provide guidance to other staff and collaborators involved in the research project.

Professional Development

- Duties and opportunities to engage in work that support your own professional development.

Impact and Knowledge Exchange

- Participate in fieldwork, workshops and conferences to support the dissemination of research findings.
- To provide guidance and consultation to other team members, project partners, and collaborators in your area of the project.

Leadership and Citizenship

- Contribute to the overall success of the research programme.
- To engage positively and proactively in research impact.





Internal and External Relationships

- To be a full and contributing member of the project team in Leicester and to actively participate in the research community of the School.
- To establish and maintain positive and critical collaborations and exchange of ideas with other researchers in the School at the University of Leicester.
- To liaise with and foster productive and positive relations with relevant international collaborators, government agencies, and heritage organisations in the Caribbean.

Planning and Organising

You will be required to effectively manage your time to plan your research activity and to deliver on the priorities of the project:

- Plan and organise own research programme in agreement with PI and co-I team.
- Plan and co-ordinate research, outputs and dissemination with collaborators.
- Flexibility to accommodate new developments and changing priorities of the research project and project collaborators.
- Ability to travel away from home to the Caribbean and elsewhere for extended periods for fieldwork and dissemination.
- Willingness to be based in Leicester or be present in Leicester.

Qualifications, Knowledge and Experience

Essential

- PhD in archaeology*
- Evidence of continued development of subject expertise*
- Evidence of a developing international profile and publishing track record in archaeology*
- Evidence of proven analytical problem solving capability*
- Expertise in analytical approaches to complex data and ability to develop new ones flexibly*

Desirable

- A working knowledge of Spanish language, spoken and academic writing or a willingness to learn

Skills, Abilities and Competencies

Essential

- Willingness and ability to work with internal and external stakeholders
- Excellent communication skills – written* and verbal evidenced by the ability to communicate complex information
- Evidence of working effectively as part of a team and the ability to work independently
- Working towards independence and ability to be involved in collaborative research
- Evidence and commitment to Continuous Professional Development (CPD) for yourself, and encourage commitment to learn and develop in others
- Collegiate member of a research team





Desirable

- Project and budget management skills

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

