



UNIVERSITY OF LEEDS

## **CANDIDATE BRIEF**

**Post-Doctoral Research Fellowship  
Leeds University Business School**



**Salary: Grade 7 (£38,205– £45,585 p.a., depending on experience)**

**Reference: LUBSC1719**

**Fixed term (2 years because the post is a training/discrete placement)**

**Location: University of Leeds (Main campus) (with scope for hybrid working)**

**We are open to discussing flexible working arrangements.**

## Overview of the Role

**Are you an aspiring researcher looking to further your career in one of the UK's leading research-intensive Universities and receive a structured programme of support? Do you have a research background in Accounting & Finance, Analytics, Technology and Operations, Economics, International Business, Management and Organisations, Marketing, and Work & Employment Relations?**

Leeds University Business School (LUBS) is a full service business school built on the rigour of disciplinary strength while working in a pluralistic way to deliver impactful research and education. With a research environment judged to be conducive to producing world leading and internationally excellent research by the REF 2021 panel, the Faculty is investing substantially in the further development of this environment through the Faculty's two year Post Doctoral Fellowship Scheme. We are looking for enthusiastic and highly motivated individuals who can make a significant contribution to our research activities. You will receive a structured programme of support. Dedicated mentors will work with you and advise you on journal article preparation and submission, grant application, and new research and career trajectories. You will also have opportunities to develop teaching skills by undertaking teaching duties at definite, identifiable points in the year.

## Main duties and responsibilities

- Work on submission of high-quality journal articles that have the potential to be world leading quality in terms of their rigour, significance and originality – that is 4\* as judged by REF criteria. The expectation of one article submission per year;
- Explore and start-up a new track of research, with some preliminary data collection during year one and more fully developed ideas during year two. This would be facilitated by involvement with established and emerging teams of researchers in a department/research centre, connected to the core research themes of the department/research centre. By the end of year 2, the expectation would be that the post-doctoral fellow would be in a position to apply for an individual grant, or play a significant part in a collaborative grant proposal;
- Develop career plans via ongoing, structured mentoring, with appropriate colleagues within a department/research centre;





- Where appropriate, contribute towards UG and/or PG student education activities for up to 10% of workload hours, which currently equivalent to 165 hours. These activities include personal tutoring, teaching, marking and responding to student feedback and the provision of timely assessment and feedback, and supervising and marking dissertations;
- Mentor post-graduate research students in a department/research centre;
- Participate in and contribute to the research culture, including regular attendance at workshops, meetings, collaborative initiatives, blog writing, and external conferences.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## Qualifications and skills

### Essential

- Recently completed PhD, or a PhD that will be submitted within three months of starting the fellowship, in **accounting & finance, business analytics, economics, human resource management, and employment relations, marketing, international business, and management**. If the PhD has not been completed strong evidence of potential to submit within the first three months of the fellowship will be needed;
- Experience of research dissemination, such as articles submitted to journals, conference papers, workshop presentations, book reviews or blog;
- Teaching experience, such as seminar support and dissertation supervision;
- Well-developed methodological skills, either in the conduct of qualitative or quantitative techniques, supported by recognised doctoral training of high quality (such as at an ESRC recognised Doctoral Training Partnership);
- Excellent presentation skills, both in terms of written work and oral delivery;
- A record of training in advanced research skills;
- A proven ability to work well both individually and in a team;
- A strong commitment to your own continuous professional development.



## Additional information

### How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

In addition to the application form candidates will be asked to submit

- Full Curriculum vitae, including any examples of academic awards and prizes;
- A proposal for the post-doctoral fellowship (maximum of 4 sides of A4) – to include plans for the development of key publications and an outline for how your research will be developed through a new research project. It is important that the proposal should clearly connected to the research themes of LUBS (see the link [here](#) for more information);
- Statement from PhD supervisors about the applicant's academic potential, in terms of career development, publications and how they would benefit from a position in LUBS;
- Supporting statement from proposed LUBS research mentors about the plans for the fellowship (it is essential that candidates contact potential mentors to discuss and agree this before making an application);
- Example of written work, such as a PhD chapter, a conference paper or draft article. If the work has been submitted to an academic Journal and is currently at advanced stages of the peer review process (e.g., Revise and Resubmit), please provide the decision letter from the Journal editorial team and the comments from the Reviewers.

### Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

**Please note:** If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but if



*you are an EEA/Swiss citizen and you were resident in the UK before 31 December 2020, this will be your status under the EU Settlement Scheme.*

Please note that this post may be suitable for sponsorship under the **Skilled Worker** visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: [www.gov.uk/skilled-worker-visa](https://www.gov.uk/skilled-worker-visa).

For research and academic posts, we will consider eligibility under the **Global Talent** visa. For more information please visit: <https://www.gov.uk/global-talent>

### **A diverse workforce**

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Business we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability. The Faculty of Business has received a prestigious Athena SWAN Bronze award from Advance HE, the national body that promotes equality in the higher education sector. This award represents the combined efforts of the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk)

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

