



## Job Description

<b>Job Title</b>	Research Associate
<b>School/Service/Institute</b>	School of Justice, Security and Sustainability
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Fixed Term for 3-months
<b>Grade/Salary</b>	Grade 6
<b>FTE/Hours</b>	1.00 FTE

### Job Purpose

- Reporting to Professor Caroline Sturdy Colls, the postholder will join an international team of experts working on the project "Trawniki: Nexus of the Final Solution", funded by the Conference on Jewish Material Claims Against Germany (Claims Conference). The project seeks to provide the first historic, spatial and archaeological analysis of Trawniki training and labour camp, thus highlighting and better defining its function in the persecution and mass murder of the European Jewry during the Holocaust.
- As well as assisting with cataloguing, identifying and analysing English source material, one postholder will assist with Polish, Ukrainian and/or Russian collections, whilst the other will conduct parallel research on sources in German.
- The postholder(s) will be asked to travel to conduct research in Poland/Germany.

### Relationships

Reporting to:	Professor Caroline Sturdy Colls
Responsible for:	No line management responsibility
Key working relationships:	Centre of Archaeology; "Trawniki: Nexus of the Final Solution" project team

### Main Activities

- Working as part of an international research team to deliver the project's aims and outputs.
- Undertaking archival research, drawing upon documentary, cartographic, photographic and other source types, using both online repositories and on-site collections. The latter will require the postholder to undertake one visit to an

archive(s) in Europe as instructed by the Project Lead.

- Undertaking translations / providing summaries of documents where the originals are in languages other than English.
- To thoroughly document and catalogue identified archival holdings and research findings via the mediums outlined by the Project Lead, including writing summary reports.
- To contribute to the subject's activities and reputation both internally and externally
- To exercise a high standard of advanced scholarship activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to such activities.
- To undertake both general Health & Safety responsibilities in accordance with the University's Health & Safety Policy.
- To undertake other such responsibilities as may reasonably be required by the Project Lead, Head of Department and/or Dean of School.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

### **Special Conditions**

The postholder will possess a relevant Masters-level or PhD qualification or have the equivalent professional experience in Holocaust and Genocide Studies, Forensic or Conflict Archaeology, Eastern European or Slavonic Studies, Modern History or a related field.

Fluency in English is essential and fluency in at least one of the following languages is preferred: Polish, Ukrainian, Russian or German.

The postholder must have experience in conducting archival research within European and/or international archives. Experience working with Holocaust collections is preferred.

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for flexible working practices by the postholder to support the delivery of the project's aims. In addition, the postholder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

### **External Activities**

The postholder will be encouraged to participate in and develop the research culture of the Centre of Archaeology through engagement with our Seminar Series, team meetings and other events.

### **Professional Development**

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

### **Research and Scholarly Activity**

This post is a research post and includes participation in research and scholarly activity indicated in the research policy of the University and as outlined by the Project Lead.

### **Variation to Job Description**

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Application Procedure**

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user-friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.