



Further Particulars

Postdoctoral Fellowship in Neighbourly Violence/Post-Violence Repair

Reference 041/09



HUMAN RIGHTS CONSORTIUM

Introduction

1. We are seeking candidates with a background in the humanities, social sciences or law for the position of Postdoctoral Fellow in Neighbourly Violence/Post-Violence Repair, School of Advanced Study. The Fellow will work primarily on a Mellon Sawyer Seminar Series entitled “Fratricide and *Fraternité*: Understanding and Repairing Neighbourly Atrocity,” which is supported by a generous grant from the Andrew W. Mellon Foundation. The seminar series is overseen by the recently-established Human Rights Consortium. More information about the Consortium and the series is available at www.sas.ac.uk/human_rights.html.
2. To make an informal enquiry about the post, please contact Mr Lars Waldorf, Principal Organiser, *Fratricide and Fraternité* series (Lars.Waldorf@sas.ac.uk), or Ms Karen Perkins, Secretary, Human Rights Consortium (Karen.Perkins@sas.ac.uk). *To apply, please follow the instructions on Page 4 of this document.*

The University of London and the School of Advanced Study

3. The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.
4. You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right.
5. The central University comprises the central academic activities, including the School of Advanced Study, a number of student and administrative services, and the central offices. Further information is available from our website at <http://www.london.ac.uk/structure.html>.
6. The School of Advanced Study was established within the University of London in 1994. The School brings together the specialised scholarship and resources of ten prestigious research institutes to offer academic opportunities, facilities and stimulation across and between a wide range of subject fields in the humanities and social sciences. One of the principal academic institutions of the University of London, SAS has recently been reviewed by Sir Ivor Crewe on behalf of the Higher Education Funding Council for England (HEFCE) and his report, which has been accepted by the HEFCE Board, confirms that the School is a national centre for the promotion and facilitation of research in the humanities and social sciences. For more information about SAS, please visit www.sas.ac.uk.

Human Rights Consortium

7. The School has recently established a Human Rights Consortium to bring together expertise in Human Rights across the School and beyond. The Consortium is the School body responsible for the oversight of the Fratricide and Fraternité Seminar. For more details, including a detailed description of the Seminar, visit www.sas.ac.uk/human_rights.html.

UNIVERSITY OF LONDON**JOB SPECIFICATION****As At:** June 2009**Present Grade:** Level 07**Established Post No:** KN052**Name of Incumbent:** Vacant**Division** School of Advanced Study**Section:** Human Rights Consortium**Job Title** Postdoctoral Fellow in Neighbourly Violence/Post-Violence Repair**Job Summary** The post-holder will be responsible for implementing the Mellon Sawyer Seminar on Fratricide and *Fraternité* on a day-to-day basis by organising the logistics for a series of conferences and seminars and by conducting research in a related area.**Job Content** Percentage breakdown of time spent on each duty or on a related group of duties %

1. To organise the logistics for academic conferences and seminars for the Fratricide and *Fraternité* Seminar.
2. To engage in high-level research in an area relating to neighbourly violence and/or post-violence repair.
3. To present his or her own work at one of the conferences or seminars held as part of the Sawyer Seminar.
4. To contribute substantively and technically to academic publications arising from the Sawyer Seminar.
5. To network with other scholars in the UK and internationally in order to further the aims of the Sawyer Seminar.
6. To supervise two Graduate Fellows who will be appointed to assist with handling the logistics.
7. To participate in other activities of the Human Rights Consortium.
8. Any other duties consistent with both the grade and scope of the post.
9. Any other duties reasonably required of the post-holder by the Principal Organizer following consultation.

| JOB REQUIREMENTS / PERSON SPECIFICATION | | | |
|--|---|--|-------------------------|
| <u>EXPERIENCE</u> | | <u>Essential</u> | <u>Desirable</u> |
| Planning and running of academic events such as conferences and seminars. | | | ✓ |
| Publication of own academic work in peer-reviewed journals or books. | | | ✓ |
| Editing the work of others for publication. | | | ✓ |
| Participation in academic networks. | | | ✓ |
| <u>TECHNICAL KNOWLEDGE / APTITUDE</u> | | <u>Essential</u> | <u>Desirable</u> |
| Good level IT skills including working knowledge of Microsoft Office, word processing, databases, email and Internet. | | ✓ | |
| Excellent academic writing and editing skills in English. | | ✓ | |
| Good presentation skills. | | ✓ | |
| <u>EDUCATION / PROFESSIONAL QUALIFICATION</u> | | <u>Essential</u> | <u>Desirable</u> |
| A PhD (or demonstrably close to completion) from a recognised University in the humanities, social sciences, or law on a topic relating to neighbourly violence and/or post-violence repair. | | ✓ | |
| Excellent academic research and publication record. | | | ✓ |
| <u>PERSONAL QUALITIES</u> | | <u>Essential</u> | <u>Desirable</u> |
| Ability to organise successful academic conferences and seminars. | | ✓ | |
| Willingness and ability to collaborate with others on research and to participate in research and policy networks. | | ✓ | |
| REPORTING LINES | Reports To (Job Title) | Principal Organiser, Fratricide and <i>Fraternité</i> Sawyer Seminar | |
| | Responsible for (No of staff in each grade) | Two part-time Graduate Fellows | |
| SPECIAL DEMANDS OF THE ROLE | | | |
| None. | | | |

Terms and Conditions of Service

8. The post is full-time and the appointment shall be made on a one-year fixed-term basis, starting in Autumn 2009.
9. The appointment will be made at the lower end of the substantive **Level 07** scale for Researchers, currently **£30,973 to £37,603** per annum inclusive of London Weighting.
10. The appointment will be subject to the terms and conditions of service of Academic staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these conditions and regulations may be amended from time to time. Further details of the prevailing terms and conditions of service are given in the 'General Information for Applicants' included in this document and the Terms and Conditions of service are also available in full from our website at <http://www.london.ac.uk/242.html>
11. The appropriate occupational scheme is the Universities Superannuation Scheme (USS) – a final salary scheme.
12. The annual leave entitlement is six working weeks (30 working days) in addition to Holidays and such days as the Institute is closed for certain discretionary days at Christmas and Easter.

The Post, Duties and Person Specification

13. A detailed description of the duties and responsibilities of the post is provided by the job specification on the following page, which includes a person specification detailing the key skills and personal qualities required of the postholder.

Method of Application

14. To apply, please complete our brief **personal details / equal opportunities forms** and submit them **together** with:
 - **a letter of application**, stating how you meet the requirements of the post and addressing each of the elements of the job requirements/person specification;
 - **a full curriculum vitae**, including particulars of qualifications, employment history, management experience and current salary, and **the names and contact details of three referees who may be contacted immediately without further reference to you**;
 - **an academic writing sample**, that is not co-authored and is preferably related to neighbourly violence and/or post-violence repair.
15. Please submit your application by email to ulrecruit@lon.ac.uk, or by hard copy to **HR Office, Senate House, Malet Street, London, WC1E 7HU**. In the event that you experience difficulty, please telephone 020 7862 8100 (dedicated 24hr answerphone), quoting the relevant reference number.
16. Informal enquiries should be directed to Mr Lars Waldorf, Principal Organiser, Fratricide and *Fraternité* Seminar (Lars.Waldorf@sas.ac.uk) or Ms Karen Perkins, Secretary of the Human Rights Consortium (Karen.Perkins@sas.ac.uk).
17. Your application must clearly state the title of the post for which you are applying and give the post reference, and arrive with us no later than **5.30pm on 6 July 2009**.

Shortlisting and Interview

18. Interviews are expected to be held in **late July 2009**.
19. We regret that, though we do so where we can, it is rarely possible for us to contact unshortlisted candidates. If you have not heard from us within 3 weeks of the closing date and wish to be informed of the progress of your application, please send an enquiry to ulrecruit@lon.ac.uk in the first instance.

June 2009

General Information for Applicants

- **Equal Opportunities:** We operate a robust policy, full details of which are available from <http://www.london.ac.uk/90.html> or otherwise on request. A summary is given under 'Notes and Instructions for Your Application'.
- **Disability and Employment:** The University is committed to offering an interview to all applicants with a disability who evidently meet the minimum criteria for the vacancy.
- **Superannuation:** The University operates final salary pension schemes – the Universities Superannuation Scheme (USS), applicable to staff in academic and related grades, and the Superannuation Arrangements of the University of London (SAUL) for other staff
- **Annual Leave:** 6 weeks paid leave per annum for staff in Academic & Related grades and 5 weeks paid leave per annum for staff in other grades.
- **Public and University Holidays:** The Central Offices are normally closed for six days a year in addition to Statutory Public Holidays; one day either side of Easter and the remainder between Christmas and New Year.
- **Sick Pay:** Staff are entitled to occupational sick pay in accordance with length of service.
- **Travel Loans:** Interest-free pay advances are available for staff to purchase annual season tickets (for tube and rail travel and certain privately-operated coach services, including annual fees for commuter parking) and towards the cost of a bicycle for use in their journey to work.
- **Training, Staff Development, and Wider Educational Opportunities:** Gaining educational and professional qualifications is a vital part of training and development. Staff undergo an annual development review and are offered appropriate advice and encouragement in their pursuit of relevant qualifications.

Staff Facilities

- The **Staff Association** promotes sporting and social activities and aims to represent the general interests of staff so far as their working activities are concerned. Membership is free and automatic unless specifically declined.
- Staff are currently able to make use of **ULU** (University of London Union) services and leisure facilities and have free access to the **Senate House Library** and **Courtauld Gallery**.
- Staff may apply for **grants towards fees for academic study** not directly related to work.
- The **Central Institutions Health Service** medical unit is available to staff.
- The **Empathy Employee Assistance and Therapy Helpline** is a free confidential 24-hour and 365 days a year service offering personal one-to-one counselling, on such matters as stress-related problems, work related problems, drug/alcohol dependency, medical problems, family/marriage issues, psychological problems, legal issues and financial issues.
- **Car Parking** permits and **Bicycle Lockers** are available on payment of a refundable deposit.

DATA PROTECTION STATEMENT

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a minimum of three months and a maximum of two years. Computerised data will be held for longer periods as necessary to provide for management reports in respect of equality matters.

On appointment, subject to the receipt of satisfactory references, the University may use any educational or employment details contained in or derived from your application to approach persons or organisations for any reference which may be required under the terms of our internal or insurance policies.

ACCURACY OF INFORMATION

The information that applicants provide to the University, both on any application documents and at interview, must be accurate and complete. If the University subsequently discovers that any information provided is inaccurate or incorrect then the University may withdraw an offer of appointment or, if the discovery is made subsequent to appointment, take disciplinary action up to and including dismissal.

PERSONAL DETAILS/EQUAL OPPORTUNITIES FORM

The following pages contain notes which are intended to provide assistance in completing the Personal Details/Equal Opportunities Form.

In the process of applying you are asked to provide certain information which is necessary only for administrative purposes but is not required for the initial selection process. Such information is retained by the University for use solely for administrative and monitoring purposes and is not released to the shortlisting panel or used in the process of shortlisting. Certain information may be released to the interview panel – e.g. details of a disability may need to be released to the panel to ensure reasonable adjustments are made at interview.

Flexible Working/Contractual Modification Requirements: This portion of the form can be used by all candidates to indicate a need for or request that any offer of employment vary from the contractual provisions described in the advertisement or further particulars of the vacancy. It is important that you draw a distinction between those adjustments which may be necessary for you to undertake the role, and those which are preferable.

Information from this portion of the form will not be revealed to the shortlisting panel during the initial shortlisting process but may subsequently be released to them in cases where the requirement of adjustment is essential and a determination may need to be made prior to interview as to whether such an adjustment can be accommodated.

NOTE 1: PERSONAL AND CONTACT DETAILS

Identity: To avoid difficulty in later establishing your identity to our satisfaction, please give your forenames and full surname exactly as they appear in the documentation you will present as evidence of your right to reside and work in the UK in this capacity and use the Known As field e.g.

| | | | |
|------------|------------------|------------|-----------------|
| Forenames: | Ian James | Forenames: | Katherine Janet |
| Surname: | Barrington-Smyth | Surname: | Holmes |
| Known As: | Jimmy Barrington | Known As: | Katie |

Contact Details: We may need to contact you in writing, by email or by phone. For your application to be successful, it is essential that we are able to make contact with you without undue difficulty at any stage of the application process. In particular, interviews may be arranged at relatively short notice and it is important that we can contact you quickly in order to maximise the possibility that you can attend.

We provide a space for *Other Contact* on the form which you can indicate an alternative contact if you don't have a home phone/mobile or may not be available when we are arranging interviews. This could be the number of a friend/parent etc where messages left for you would reach you quickly. If using this facility please provide both the telephone number and details of the contact (e.g. Mum: 020 8101 1111).

The University is conscious of the need to preserve your privacy when contacting you at what may be a work telephone number or email address. We therefore provide you with the opportunity on the form to select a suitable subject heading for any phone or email message we may leave for you.

NOTE 2: NATIONALITY AND WORK STATUS DETAIL

The University requires information of your right to reside and work in the UK to ensure that your application is suitable for consideration. There are restrictions on the type of work, hours per week and total duration of work which may be undertaken by individuals working in the UK under certain types of visa.

Immigration Status and Work Restrictions

There are no restrictions on the employment of British and / or European Economic Area nationals or Swiss nationals in the UK. Applicants who are British and / or European Economic Area (EEA) or Swiss Nationals should tick Yes against question B1.

From 1st May 2004, the European Economic Area (EEA) comprises: *Austria, Belgium, Cyprus, Czech Republic, Denmark, Eire, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and the UK. (Though a member of the EEA, Liechtenstein is not a member of the EU).*

If you are not a British/EEA/Swiss national, there may be a restriction on your ability apply for / the University's ability to accept or to consider your application. For this reason, we ask that you detail on the form whether you are / are not a British/EEA/Swiss national and, if not, for details of any restrictions on your right to reside and work in the UK.

Those individuals who are not British/EEA/Swiss nationals but nevertheless have permanent residency / indefinite leave to remain, should tick Yes against question B2. Your application will have the same status as that of a British/EEA/Swiss national.

If you have the right to reside and work in the UK currently, but your leave to remain is not permanent or indefinite, or if there are restrictions on the work that you may undertake, you should also tick Yes against question B2. Having ticked that box, you should go on to provide details of the restrictions to your stay in the space below.* If you are unsure of the expiry date of your right to reside and work in the UK or of the restrictions on the work you may undertake this should be clarified before you sign and submit the application form.

The details you supply should encompass the nature of your visa and its duration. You may, for instance, indicate *Student to 31/07/08* or *Working Holidaymaker to 01/04/09*. The University may need to question you further about the restrictions on your stay and may defer or set aside your application in circumstances where it must either lawfully or for sound business reasons consider applications from those applicants without restrictions on their stay. For example, the terms of a student visa prevent the offering of permanent work or work involving more than 20 hours per week during term-time.*

If you are not a British/EEA/Swiss National and do not have an existing right to reside and work in the UK on either a permanent or limited basis, you should tick No against question B2. Such applicants should be aware that for most vacancies it is a requirement that we first consider applicants with a current right to reside and work in the UK. Consideration of your application may therefore be set aside until these candidates have been considered or, in cases where there is no likelihood of success in our applying for a Work Permit on your behalf, may be set aside.

** Please note that you are required to give accurate information as to any existing restrictions on your right to reside and work in the UK, including but not limited to the expiry date of your right to reside and work in the UK, even if you expect these to be removed and/or amended. If you state that there are no restrictions and the University subsequently establishes that your rights to work are in fact restricted (e.g there is an expiry date on your current visa), **the University may withdraw the employment offer with immediate effect or, if the discovery is made subsequent to employment the University may take disciplinary action against you up to an including dismissal, on the grounds that:-***

- ◆ *You have breached our trust and confidence; and/or*
- ◆ *You have breached our equality provisions (in attempting to gain a false advantage over an equivalent candidate); and/or*
- ◆ *You have entered into a contract with us under false pretences; and/or*
- ◆ *Your contract of employment is illegal.*

NOTE 3: HEALTH AND ATTENDANCE DETAILS

The University uses information about an applicant's prior health record to form a view as to the candidate's ability to attend work on a regular basis and to assess whether further medical investigation may be necessary for the health and safety of the prospective employee before an appointment is confirmed.

The information is maintained confidentially until initial shortlisting is completed. After initial shortlisting, the HR Division may alert the shortlisting panel to the existence of a candidate with a high / inadequately explained absence history. The Shortlisting Panel will then consider, with advice from the HR Division, whether to proceed to interview. Should the interview proceed, the candidate may be questioned at interview regarding their health and attendance record in order that the panel may be satisfied that attendance is likely to be adequate and / or for the HR Division to determine whether further health investigation is necessary prior to confirming appointment.

Applicants should be aware that health record is also requested of referees and that health record information may therefore be released through references to the panel or by the HR Division where further questioning of the applicant at interview is considered necessary. Significant discrepancies between the interviewees personal statement of sickness absence and that indicated by a referee is likely to be investigated at or prior to interview.

NOTE 4: REFERENCE DETAILS

The Reference Requirements

The University requires references for two purposes. The first is to satisfy a policy requirement that no employee be allowed to commence work without a minimum of two references satisfactory to the employer and that, ideally, the decision to appoint should not be taken in the absence of references.

The second is to satisfy an insurance requirement applying to certain employments and requiring references covering the past three years of education or employment.

Initially the University seeks to satisfy its policy requirement by taking up a minimum of two references prior to interview and for this reason we require applicants to name a minimum of two referees with recent knowledge of their career and professional skills/work abilities. These referees must be contactable immediately without further reference to you.

It is not a requirement that you name your current employer for that purpose, though you may wish to name a suitable colleague/previous line manager for your current employment as an alternative. Please note that referees from personal / family friends are not acceptable and referees must be connected to your education providers or employers.

Take Up of References

Referees are most often contacted prior to interview, by phone, fax or email. Our requirement is often urgent and for this reason we ask that you research full address, fax, phone and email addresses for your referees. *We seek to ensure that we receive references in time for interview and applicants should be aware that referees are, therefore, advised of the date of the interview when references are taken up.*

Conditional Offers of Appointment

Where the University does not receive references prior to or immediately following interview, or the references do not fulfil our policy requirements, it may be necessary:

- ◆ for the University to make offers conditional upon receipt of further satisfactory references prior to employment commencing; or
- ◆ for further references to be taken up prior to or during the initial period of employment where references received to date do not include the last employer / educational institution or do not cover a satisfactory period of time to satisfy our insurance provider.

If an offer of employment is made conditional upon receipt of the required references prior to your commencing work but, on the day before you are due to commence work, we do not have the required references, the employment may not be allowed to commence at that time. Your co-operation in ensuring that we can make swift and successful contact with your referees is therefore recommended.

NOTE 5: EQUAL OPPORTUNITIES MONITORING

The University aims to ensure that there is no unfair discrimination in the way we recruit. To help us monitor our recruitment process we need to gather information about the age, disability, gender and ethnic origin of our applicants. Participation in ethnic and disability monitoring is not compulsory however and will have no bearing on the consideration of your application.

Gender Monitoring

Please indicate your gender on the relevant application insert by ticking *Male* or *Female*. Pre and post-operative transsexuals are not required to select their gender at birth for this purpose and may if preferred select their gender following reassignment.

Ethnic Monitoring

Under the Race Relations (Amendment) Act 2000, the University has a general duty to promote race equality and good race relations, aim to eliminate unlawful racial discrimination, and promote equal opportunities and good relations between people of different racial groups.

As part of that duty we are required to monitor, by racial group, all employees and applicants for jobs. Please be assured that this information is acknowledged to be potentially sensitive and is regarded as personal and confidential. While the University shall analyse and, according to its statutory duty, regularly publish data on the ethnicity of its applicants and employees, this shall be done in such a way as not to identify the individual. Nevertheless, if you do not wish to participate in monitoring, you need only tick the box in *Section F* of the Ethnic Monitoring section of the form, marked *Prefer Not to Say*.

Those who are participating in monitoring, please note that there are five broad ethnic groups (determined by reference to the Commission for Racial Equality recommendations which itself draws on the National Census categories). These are, *White, Black, Asian, Chinese and Mixed Race*. Applicants should first determine which of these categories apply to them before selecting one of the sub-categories.

Please tick only *one* of the boxes. If you do not feel that any of the specific sub-categories apply to you, there is a sub-category of *Other* for each of the broader ethnic groups and you are asked to use that category. Over time, the University will assess the need to introduce new categories.

Disability Monitoring

The University collects data on the disability status of applicants and employees to monitor its performance against statutory and policy standards regarding unfair discrimination against disabled individuals and to ensure that all reasonable adjustments are made at interview or, where applicable, to enable suitable disabled candidates to undertake the role in question.

The HR Division take a proactive role in ensuring that no disabled candidate is unreasonably rejected at interview. Information regarding a candidate's disability status is not released to the shortlisting panel prior to completion of shortlisting. The University is committed to offering an interview to any applicant with a disability who evidently meets the minimum criteria for that vacancy. Minimum criteria are those indicated as essential, required, necessary, pre-requisite etc, or in a range (e.g. 3-4 years experience, is the lower end of that range). To ensure that we can meet our commitment appropriately, disabled candidates are asked to ensure that their application clearly demonstrates where and how they meets/exceeds the minimum criteria.

The interview panel are advised of a candidate's disability at the first stage necessary prior to interview. The HR Division will advise the interview panel as to any reasonable adjustments required at interview and the interview panel may question the disabled candidate to assess their ability to undertake the role and what adjustments may be necessary.

To assist us in this process, you are asked to indicate whether you have or do not have a disability. If you are disabled, you are asked to complete three further questions (3a-3c inclusive) to describe your disability, any special requirements you may have at interview, and any advice or suggestions you may have regarding overcoming any operational difficulties you may have in undertaking the role as currently described.