IALS INSTITUTE OF ADVANCED LEGAL STUDIES | SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON

# University of London
# Job Specification

**Job Title**: Early Career Researcher: Information Law & Policy Centre

**Department**: School of Advanced Studies

**Section**: Institute of Advanced Legal Studies

**Level**: Grade 7

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| **Job Purpose**: | The Institute of Advanced Legal Studies is seeking a full-time, fixed term (1 year) Early Career Researcher. The Early Career Researcher is responsible for participating in, and helping to deliver, all the activities of the Information Law & Policy Centre under the direction of and in collaboration with the Director of the Centre. The Early Career Researcher is also responsible for assisting the Institute overall, in consultation with the other academic staff of the Institute and the Institute Manager, by identifying research funding opportunities, preparing and submitting applications for research funding grants, and coordinating the grant application processes. | |
| **Job Content:** | The post-holder will engage in high-quality research and publication; actively prepare research grant applications in the field; develop experience in co-supervision of doctoral students as appropriate; develop research and teaching opportunities in their specialist area(s) of research; design and develop academic events; collaborate with others in law and other disciplines on research and publication; and contribute to the research promotion and facilitation mission of the Institute and the School. | % |

**Information Law & Policy Centre**

1. Under the direction of the Director of the Centre to develop the Information Law and Policy Centre (ILPC), this post-holder will proactively work to enhance the research promotion and facilitation activities of the Centre and to develop the Centre as a self-funding initiative including:
    - developing projects for promoting and facilitating research in the UK and internationally in the field of Information Law and Policy, working with the Institute of Advanced Legal Studies and its Library, the School of Advanced Study, and the British and Irish Legal Information Institute where appropriate;
    - convening academic and practitioner events (conferences, seminars and workshops) on law and information policy themes;
    - co-ordinating and editing publications arising from conferences and workshops;
    - developing and teaching academic courses for students, lawyers, policy makers and others, including distance-learning programmes;
    - developing new collaborations with scholars, policy-makers, and practitioners in the UK and internationally, in order to facilitate research activity;
    - attracting external funding for events, publications and administration;
    - attracting, assisting and collaborating with Fellows of IALS, and the School more widely;
    - contributing to the overall administration of the ILPC.

**Research**

2. To engage in high-quality research and publication relating to Information Law and Policy in line with the School of Advanced Study's Research Ethics policy or successor policies.
3. To prepare and submit robust applications for research grants and contracts to UK research councils and other funding bodies, in line with the School of Advanced Study's policies for quality assurance in such applications and liaising with appropriate administrative staff where necessary.
4. To assist other IALS academic staff, liaising with appropriate administrative staff where necessary, in identifying research funding opportunities relevant to the Institute, to assist other IALS academic staff in the completion of grant applications, and to assist in the coordination of application processes.

**Doctoral Students and Teaching**

5. To assist in attracting and co-supervising MPhil/PhD students in Law and cognate areas.
6. To undertake administration pertaining to supervision of doctoral students required by the Quality Assurance Framework, AQSC and Research Degrees Committee (or equivalent)
7. To contribute to the School's research training programme(s) when there is sufficient demand and to contribute to taught courses in the School, where deemed appropriate by the Institute Director.
8. Subject to the investigation of opportunities and approval of a business plan, to help develop short courses and/or a programme at Master's level in the area of law and information policy including teaching elements of the programme and other relevant programmes.

**General Duties**

9. To become involved in, and contribute positively to, the intellectual life of IALS and the School, by working as part of a team of academics.
10. To prepare, in a timely fashion, reports and other information for inclusion in the annual reports and websites of the Institute of Advanced Legal Studies and the School of Advanced Study.
11. Any other duties reasonably required by the Director of the Institute of Advanced Legal Studies following consultation.
12. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
13. To maintain an awareness and observation of fire and health and safety regulations.
14. Any other duties consistent with both the grade and scope of the post.
15. Any other duties reasonably required of the post-holder by the reporting manager.

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| **Reports to:** | Director: Information Law & Policy Centre |
| **Responsible for:** | N/A |
| **Additional demands of the role:** | Involvement in academic events may require occasional working outside of standard office hours. The post is London-based. However, international travel may be required. |

## Person Specification

EXPERIENCE & PERSONAL QUALITIES

*Essential:*

- A strong record of (or clear evidence of potential for) publication in peer-reviewed journals or books commensurate with the career stage, and clear plans for future research.
- Research interest in legal and policy issues relating to the dissemination and publication of information including, for example, social media; the collection, storage and use / misuse of personal data; and access to legal information; data protection; freedom of expression; FOI; and data privacy.
- Design and organisation of academic events, such as conferences and participation in academic networks.
- Willingness and ability to collaborate with others on research and to participate in research and policy networks.
- A high level of interpersonal and communication skills, and an ability to engage with students to ensure the continued exceptional levels of student satisfaction.
- A willingness to participate in the wider scholarly mission of the School.
- Ability to create and develop networks across industry sectors (government, non-governmental organisations, academia, commercial and media).
- The ability to engage with legal issues arising from scholarly activity and scholarly communication.

Desirable:

- Specialist knowledge of legal and policy issues in relation to information and publishing in its broadest sense.
- Participation in grant funded research projects.
- Teaching experience in a University institution and associated assessment experience.
- Experience of editing the work of others for publication.
- Teaching experience at Master's level in a University institution and associated assessment experience.
- Experience of (or interest in) communicating/promotion of research and events through online/social media.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Well-developed academic writing and editing skills.
- Good IT skills including working knowledge of Microsoft Office, word processing, e-mail and Internet.

Desirable

- Experience in writing research funding grant applications.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- A PhD in a relevant discipline such as law or socio-legal studies (submitted before commencement of post).
- Excellent academic research record in information law and policy and/or cognate areas of research and record of publication (or clear evidence of potential).

Desirable:

- A PhD in the area of information law and policy.

| Competency Requirements | Essential | Desirable |
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| Academic Community focus | C | |
| Adapting to change | C | |
| Creativity and innovation | C | |
| Interpersonal understanding | C | |
| Leadership | B | |
| Managing resources | B | C |
| Organisational commitment | B | C |
| Proactivity and planning | C | |
| Problem solving and decision making | B | C |
| Resilience | B | |
| Working collaboratively with others | C | |

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.
For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258