

## **Job Description**

<b>Role Title:</b>	Research Fellow
<b>School / Dept:</b>	School of Health and Society
<b>Reference:</b>	MPF1613
<b>Grade:</b>	Grade 7
<b>Full or Part time:</b>	Full time
<b>Hours:</b>	0.9 FTE
<b>Reports to:</b>	Principal Investigator of Four4All

## Overview

This 0.9 FTE position is offered on a fixed-term contract for three years, linked to the FOUR4ALL project. The role is primarily based at the University of Salford, with the University promoting an agile and flexible approach to working. There will be regular virtual and/or in-person meetings with the FOUR4ALL research team and wider international consortium. There will also be opportunities to contribute to stakeholder engagement activities, project meetings, fieldwork, workshops, conferences and dissemination events in the UK and internationally.

FOUR4ALL is an ambitious international project funded by Horizon Europe that brings together approaches from employment studies, sociology, organisational research, social policy, occupational health, digital methods and stakeholder-engaged research. The project includes stakeholder dialogues, AI-enabled survey research, organisational case studies, co-creation workshops, evidence synthesis, policy analysis and the development of the Four4AllHub as a research-informed stakeholder resource.

## Role Purpose

The postholder will contribute to the delivery of agreed research activities across the project, working under the supervision of the Principal Investigator and in collaboration with work package leads, computer science colleagues and international partners. The role will include supporting AI-enabled stakeholder evidence, UK stakeholder recruitment, organisational case-study fieldwork, barrier and enabler analysis, evidence curation for the Four4AllHub, co-creation activities, FAIR data preparation, and academic and stakeholder-facing outputs.

Given the international, interdisciplinary and stakeholder-engaged nature of the project, the postholder will work closely with the Principal Investigator, work package leads, computer science colleagues, international partners and relevant stakeholder organisations.

The postholder will be expected to work independently on agreed tasks, while remaining accountable to the Principal Investigator and relevant work package leads. The role requires strong mixed-methods research skills, excellent organisational abilities, responsible and organised handling of research data, and the ability to communicate clearly with academic and non-academic audiences.

## Principal Duties & Responsibilities

### 1. To undertake research as appropriate to the field of study, the responsibilities or duties will be:

- To support preparation of ethics, consent, data governance, data protection and FAIR data management materials for agreed FOUR4ALL research activities.

- To prepare scientific source-grounded evidence inputs for the AI-enabled Four4AllHub, including stakeholder questions, evidence summaries, source information and metadata.
- To support UK stakeholder recruitment and outreach, including monitoring gaps in stakeholder, sectoral and demographic coverage.
- To support FOUR4ALL fieldwork activities, including stakeholder recruitment, participant liaison, scheduling, preparation of fieldwork materials, consent documentation, data collection, fieldwork records and secure data handling.
- To analyse early stakeholder dialogues, identifying stakeholder questions, barriers, risks and themes for further analysis and Four4AllHub content.
- To support quality checks of AI survey data, including usability issues, incomplete responses, unexpected patterns and participant feedback.
- To prepare, anonymise, organise and document survey, stakeholder, workshop and case-study data for analysis.
- To undertake mixed-methods and/or NLP/LLM-assisted thematic analysis, using appropriate human validation and quality assurance.
- To contribute to developing a taxonomy of working time reduction barriers and enablers, including comparative matrices by country, sector, stakeholder group and organisational context.
- To contribute to organisational case-study fieldwork, including recruitment support, fieldwork preparation, interview scheduling, topic guides, participant documentation, data collection, records and analysis.
- To support UK co-creation activities, including preparation of evidence materials, workshop documentation, analysis of workshop outputs and development of barrier-to-solution matrices.
- To contribute research-based content to stakeholder packs, policy co-creation toolkit materials, implementation guidance and Four4AllHub updates.
- To support preparation of FAIR-aligned datasets and outputs for open, restricted or controlled access, including metadata, codebooks, anonymised files and repository-ready documentation.
- To contribute to final synthesis and legacy outputs relating to survey findings, working time reduction barriers, co-produced solutions, organisational case-study evidence and Four4AllHub evidence.
- To contribute to, and where so desired lead, the writing of research articles related to output from the above work.

**2. To act as core research team member will include:**

- To manage external relationships with funders, stakeholders, academic collaborators, and research users in partnership with the Principal Investigator (PI) and project team, with an emphasis on promoting high impact research.
- To work collaboratively with the research team and international partners to meet research objectives.
- To develop productive working relationships with other members of academic and professional services staff.

- To prepare and present information, particularly progress reports, when appropriate; and to report any research or progress issues to the PI.
- To comply with data protection responsibilities, training and procedures specified in University policies.
- To contribute to wider FOUR4ALL research activities where necessary and appropriate to the grade, including cross-work-package analysis, synthesis, reporting and stakeholder-facing outputs.
- To undertake necessary training funded by the project, including training relevant to research methods, AI-assisted analysis, stakeholder engagement, ethics, data governance, FAIR data practices, fieldwork, impact and dissemination.

**3. To plan, co-ordinate and implement research project activity, which includes:**

- Supporting delivery of assigned research tasks within agreed FOUR4ALL timelines, milestones and deliverables.
- Supporting coordination of stakeholder recruitment, survey fieldwork, organisational case-study logistics, co-creation workshop preparation and data documentation.
- Maintaining research records, including recruitment logs, sampling reports, fieldwork notes, Hub quality logs and evidence curation records.
- Preparing research materials, analytical notes, evidence summaries, metadata, codebooks and repository-ready documentation.
- Monitoring progress on assigned research activities and contributing to internal reporting, synthesis work and final outputs.
- Identifying practical problems or risks affecting assigned tasks and working with the Principal Investigator or relevant work package lead to identify solutions.

## **Generic Duties**

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

## Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

### Qualifications

1. BSc or MSc level qualification and a PhD in sociology, employment studies, management, social policy, organisational studies, psychology, public policy, digital society, or another relevant social science discipline. **(E)**
2. Evidence of research training in both qualitative and quantitative social research methods. **(E)**
3. Training or experience in mixed-methods research, digital research methods, AI-assisted analysis, stakeholder research, case-study methods or evaluation research. **(D)**

### Background and Experience

4. Experience of undertaking quantitative research, including data cleaning and preparation, analysis, interpretation and presentation of survey or similar structured data. **(E)**
5. Experience of undertaking qualitative research, including data collection and analysis. **(E)**
6. Experience in undertaking or assisting with a funded research project. **(D)**
7. Experience of working with employers, workers, trade unions, policymakers, civil society organisations or other non-academic stakeholders. **(D)**
8. Experience of online working e.g., using video conferencing. **(D)**
9. Experience of contributing to academic publications, research reports, policy briefings or stakeholder-facing outputs. **(D)**

### Knowledge

10. Advanced quantitative/statistical analysis directly relevant to the role. **(E)**
11. Knowledge of quantitative and qualitative social research methodology and methods, including research ethics and data management. **(E)**
12. Knowledge of working time reduction, work organisation, employment relations, organisational change or labour market policy. **(D)**
13. Knowledge of responsible AI, AI-assisted analysis and research transparency principles. **(D)**

### Skills and Competencies

14. Excellent qualitative data analysis skills, including the ability to organise, code, interpret and synthesise complex data. **(E)**
15. Experience of more advanced quantitative analysis, mixed-methods research design, or integration of qualitative and quantitative evidence. **(E)**
16. Ability to use research software or digital tools for quantitative and qualitative data management and analysis. **(E)**

17. Excellent writing skills, including the ability to prepare research papers, analytical memos, research reports, and stakeholder-facing summaries. **(E)**
18. Excellent verbal skills, including the ability to present research at national and international conferences and communicate research clearly to academic and non-academic audiences. **(E)**
19. Excellent interpersonal skills and the ability to work constructively with colleagues, partners, stakeholders and research participants. **(E)**
20. Excellent organisational and problem-solving skills with the ability to prioritise workload for self and manage multiple tasks and meet agreed deadlines. **(E)**
21. Ability to work independently on agreed tasks, use initiative and solve problems within defined project parameters. **(E)**
22. An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture. **(E)**
23. A capability of working remotely with minimum supervision and using initiative, with the ability to think strategically and innovate. **(D)**
24. Ability to apply AI-assisted or computational analysis tools with appropriate human validation, transparency and critical judgement. **(D)**