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| **Post Details**  | **Last Updated: 02/12/2020** |
| **Faculty/Administrative/Service Department:**  | Faculty of Health and Medical SciencesSchool of Psychology  |
| **Job Title:**  | Knowledge Exchange Fellow for ACCESS: Advancing Capacity for Climate and Environment Social Science |
| **Job Family & Job Level**  | Academic | Level  |
| **Responsible to:**  | Prof Birgitta Gatersleben ACCESS director at Surrey  |
| **Responsible for (Staff):**  | N/A |
|  **Job Purpose Statement**We wish to recruit a Postdoctoral Research Impact Fellow to work in the ACCESS project for a period of 17 months full time (or part-time equivalent). The post holder will be based at the University of Surrey. ACCESS is an exciting £6.25m five year (2022-2027) climate and environment social science project funded by ERSC (https://accessnetwork.uk/). It is led by director Prof Patrick Devine-Wright and co-director Prof Birgitta Gatersleben at the University of Surrey who are working alongside a core team that includes the universities of Bath, Leeds and Sussex and the Natural Environment Social Research Network (Natural Resources Wales, NatureScot, Natural England, Environment Agency and Forest Research). Programme partners include other major UK and international universities, devolved governments, energy and water companies, local councils, science centres and the National Trust. ACCESS aims map, assess and learn from current environmental social science expertise; empower environmental social scientists with the knowledge and skills required to support policy or institutional changes; horizon scan future research pathways and respond with agility to stakeholder evidence needs; and create a world-class data and information hub to enable innovative solutions. The successful applicant will be primarily responsible for supporting the ACCESS team in delivering outcomes related to WP1, which aims to map, assess and learn from current environmental social science expertise and build a toolkit for successful interdisciplinary environmental social science in research, policy and practice. Work on WP1 is in its second year and the successful candidate will join the team at Surrey to continue and further develop ongoing work. Specific tasks and activities related to WP1 include: (1) reviewing relevant literature (2) running a series of participatory mapping workshops, analysing and reporting the results (3) produce academic and non-academic publications based on WP1 work (4) help codesign a set of toolkits for interdisciplinary climate and environment social science. In addition the successful candidate will join a team of other KEF fellows across ACCESS to support wider ACCESS activities including the summer school, leadership college team, ACCESS assemblies and more. ACCESS is strongly committed to equal opportunities for all and supporting a better work life balance. We strive to support an inclusive, diverse culture in our programme ensuring equality throughout our work. As such we welcome applicants from groups traditionally underrepresented in interdisciplinary environmental social science research and practice. |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)  |
| 1. To undertake a range of tasks related to the ACCESS program of work, in particular in relation to workpackage 1. This includes document reviews, writing reports, organising stakeholder events, running workshops and analysing and reporting findings.
2. Take responsibility for the management of WP 1 including planning, preparation, execution, and reporting of the research project, coordinating and ensuring deliverables across all partners are met according to research plan and collaboration agreement.
3. Attend ACCESS meetings and present findings to a wide range of stakeholders.
4. Liaise with the Surrey ACCESS Director (Principal Investigator) and co-investigators to ensure they are fully briefed at all times highlighting areas of resource concern as well as issues and actions relating to the ongoing status and successful completion of the project.
5. Work across different collaboration teams to contribute to the development of the research project establishing and maintaining relationships with key internal and external stakeholders.
6. Identify and establish collaboration opportunities for the development of the research project with industry, academic and government, matching needs and challenges of the research project.
7. Organise and attend meetings, interviews and events within the remit of the research project.
8. Ensure alignment with research at Surrey as well as research across and operation activities and to support events and initiatives by working closely with the ACCESS Surrey director.
9. Liaise with COI’s across the ACCESS team including the Surrey and Exeter program team.
10. Work closely, sensitively and collaboratively with a wide range of team members, project partners and stakeholders.

**N.B. The above list is not exhaustive**. |

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| All staff are expected to:* Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
* Work to achieve the aims of the University’s Environmental Policy and promote awareness to colleagues and students.
* Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
* Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
* Undertake other duties within the scope of the post as requested by the line manager.
* Work supportively with colleagues, operating in a collegial manner at all times.

**Help maintain a safe working environment by:*** Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
* Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
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| **Elements of the Role**This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.  |
| **Planning and Organising*** The post-holder will work to deliver objectives and plan research management activities as required for the successful operations of ACCESS. They have responsibility for the planning, preparation, execution, and reporting of all activities related to the research programme.
* The post holder will apply judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands. They must apply a sound understanding of the staffing, facility and equipment requirements of research projects in order to effectively schedule and facilitate their smooth operation.
* The postholder will coordinate plans aligned with the targets and deliverables of the project to ensure timely delivery.
* The postholder requires an understanding of the funding environment and be responsible for identifying changes that may impact the project.
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| **Problem Solving and Decision Making** * The post-holder is required to liaise regularly with the ACCESS team in Surrey and the team in Exeter, co-investigators, industry collaborators, research team members, steering board members, user group members and the ESRC Project Coordinator to ensure they are fully briefed at all times.
* The post-holder will need to be able to adopt a co-production approach to knowledge creation, working with a wide range of academic and non-academic stakeholders.
* The post-holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar. When faced with new issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply reasonable personal initiative and judgement (where past experience does not apply) to identify a suitable and timely resolution.
* The post holder is expected to refer more complex issues or those outside of the remit of their role to more experienced/senior colleagues including the Surrey ACCESS director and COI’s but in these cases, they are expected to have a degree of involvement in finding and implementing resolutions.
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| **Continuous improvement*** The post holder is expected to identify opportunities for improving the ACCESS engagement processes and approaches to relationship management. Based on their knowledge and experience they should aim to identify best practice in the organisations with whom they interact.
* They will be expected to continually build and update their networks and contacts
* On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels.
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| **Accountability*** The post holder will contribute to building the ACCESS brand and reputation by ensuring that all partners have a genuine, authentic and positive impression of the University.
* The post holder will take ownership for the delivery of specific targets, milestones, opportunities and initiatives and for seeing them through to an ultimate outcome, either by their own direct efforts or by overseeing delivery in collaboration with other parts of the consortium.
* The postholder is ultimately responsible to the ACCESS co-director at Surrey. They will be part of the ACCESS team as well as the wider Surrey environmental social science teams (the Environmental Psychology Research Group, the Centre for Environment and Sustainability and the Institute for Sustainability) and will be required to align ACCESS activities, processes and procedures with those.
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| **Background information**The ACCESS Surrey team will be based in the School of Psychology and the Environmental Psychology Research Group. You will work closely with the Surrey Principal Investigator Prof. Birgitta Gatersleben and be a key member of the Exeter project team, which involves a total of 10 Co-Investigator, 2 Post-Doctoral researchers and administration support. Advancing Capacity for Climate and Environment Social Science (ACCESS) is a team of world-leading social science and interdisciplinary experts led by the Universities of Exeter and Surrey with the Universities of Bath, Leeds & Sussex and the Natural Environment Social Research Network (Natural Resources Wales, NatureScot, Natural England, Environment Agency and Forest Research). The ACCESS lead team is based in Exeter and liaising with the Exeter ACCESS program mangers will be an important aspect of this job. The project aims to champion and coordinate social science to address key environmental challenges spanning biodiversity, sustainability and decarbonisation, through the following aims and associated workpackages (WPs): 1. Map, assess and learn from the past experiences of social scientists in climate and environment training, research, policy and practice, in order to develop and test new resources to impact interdisciplinary education, research and knowledge mobilisation with stakeholders, catalysing change in policy culture, institutions (e.g., civil service), businesses and civil (WP1). 2. Empower environmental social scientists at different learning and career stages by providing tailored training and capacity building, including master classes, placements, mentoring and collegiate networks that will enhance leadership and knowledge exchange skills (WP2). 3. Innovate by creating new ideas and testing new approaches that enable social scientists to play influential, leading roles in addressing environmental challenges; and enabling rapid and timely deployment of social science capacity in response to key events or emergencies, impacting specific policy-making and practice decisions (WP3). 4. Champion and coordinate environmental social scientists across the UK and internationally by providing an accessible knowledge/data hub and innovative public engagement tracker; building new networks, enabling coordination and collaboration; supporting policy and decision-making and constructively challenging gaps and misconceptions about social science expertise, approaches and methods (WP4).Alongside the 4 WP ACCESS has 3 cross-cutting themes (EDI, Sustainability and co-production). You will be mainly responsible for tasks associated with WP1. In addition you will work alongside other team members to support other WP’s and cross-cutting themes. |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. |
| **Qualifications and Professional Memberships**  | **Essential/ Desirable**  |
| Applicants will possess a relevant PhD or equivalent qualification/experience in a related field of social science.  | E  |
| **Technical Competencies (Experience and Knowledge)**  | **Essential/ Desirable**  | **Level 1-3**  |
| The successful applicant will have excellent research and communication skills (both written and verbal) | E  |  |
| be able to use a co-production approach to develop research objectives, projects and proposals with stakeholders | E  |  |
| have experience of interdisciplinary research and make presentations at conferences and other events | E |  |
| The successful applicant will possess sufficient specialist knowledge to develop research programmes and methodologies.  | E  |  |
| Supervise the work of others and act as team leader as required  | D |  |
| Applicants will be able to collect and analyse qualitative and quantitative data and write up findings in diverse formats for different target audiences. | E |  |
| **Special Requirements:**  | **Essential/****Desirable**  |
| Willingness and ability to work outside of regular office hours when required  | E  |
| Willingness and ability to travel to attend meetings held off University premises | E  |
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| **Core Competencies**  | **Level 1-3**  |
| Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Teamwork Continuous Improvement Problem Solving and Decision Making Skills Leadership / Management Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills  |   |
| This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose. |

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|  **Organisational Information**  |
| **Relationships** Relationships **Internal*** Line manager
* Surrey ACCESS program manager
* Surrey ACCESS COI’s
* ACCESS Fellows
* FHMS/FASS/FEPS faculty/school administrators
* Central Services e.g. Finance, HR, IT, Catering, Estates and Facilities

**External*** Exeter ACCESS team
* Visiting staff and students to the School and the University
* Guest Speakers
* Suppliers/service providers/event and conference organisers
* Partner organisations/institutions/stakeholders/research funding bodies
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