

Research Role Profile

Job Title:	Research Fellow A in Translation Studies
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Responsible to:	Head of research group, or principal investigator
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Responsible for:	Not applicable
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Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p>

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Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements

To be available to participate in fieldwork as required by the specified research project

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.
- 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
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title:

Research Fellow in Translation Studies

Background Information/Relationships

Centre for Translation Studies

The Centre for Translation Studies (CTS) was established in 1982 and has built a reputation for outstanding research, teaching, and scholarship in the fields of translation and interpreting. Supported by a recent 'Expanding Excellence in England' (E3) award from Research England, CTS has expanded its research portfolio with a focus on the interaction and integration of research on human, technology/AI-enhanced, and fully automated approaches to translation, interpreting and related modalities of intra-lingual, cross-lingual and cross-modal communication, including modalities aimed at enhancing accessible communication. CTS's research at the intersection of translation/interpreting, technology, and society contributes to future-proofing research and practice in relation to translation, interpreting and accessible communication in the face of rapid technological and AI-driven change.

One of our evolving research strands focuses on improving accessible communication for people with learning disabilities and other underserved audiences, particularly in audiovisual and cultural contexts, complementing our research in other areas of media accessibility. Building on successful engagement with charities, cultural organisations and industry partners, we are exploring how to translate research insights in these areas into practical tools, guidance and training.

To support and extend these activities, we invite applications for a research and impact assistant position. The successful candidate will have a strong interest in inclusive and accessible communication, experience supporting impact activities and stakeholder engagement, and excellent communication and organisational skills. An understanding of research impact and knowledge exchange is essential, along with the ability to work collaboratively with academic and non-academic partners.

CTS within the university

CTS is part of the School of Arts, Humanities and Creative Industries and the Faculty of Arts, Business and Social Sciences, one of the three Faculties within the University of Surrey, as well as being closely affiliated to Surrey's pan-University Institute for People-Centred Artificial Intelligence. The Faculty of Arts, Business and Social Sciences has an active research culture and a strong focus on collaborative research, supported, for example, by internal seed funding schemes for the development of new research and societal impact from research. The Institute for People-Centred AI offers innovative opportunities for cross-disciplinary collaboration

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between AI and domain experts. Based in Guildford just outside of London, the University of Surrey is an outstanding international University with a strong focus on digital innovation. The post holder will report to the Director of CTS.

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. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
1. Doctoral degree, near completion of a doctoral degree, or equivalent research experience in translation and interpreting studies or accessible communication	E
2. Research experience in translation and interpreting studies or accessible communication	E
3. Experience in reporting and disseminating research findings	E
4. Understanding of strategies for outreach creating research impact	E
5. Proven ability to work effectively as part of a multidisciplinary research team	E
6. Excellent spoken and written communication skills	E
7. Excellent interpersonal and organisational skills	E
8. Experience in developing guidance and training	D
Special Requirements	Essential/ Desirable
Prepared to occasionally work out-of-hours	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

The post holder will

1. Contribute actively to the delivery of impact-focused activities aimed at improving accessible communication and media accessibility.
2. Support the translation of research insights into practical outputs, working with academic and non-academic partners.
3. Contribute to the development of guidance and training on accessible communication, including materials for professional development and organisational use.
4. Assist in developing, delivering and evidencing pathways to impact, including engagement with charities, cultural organisations, industry partners and user communities.
5. Support the documentation, analysis and communication of impact, including the preparation of reports, case studies, presentations and other dissemination outputs.

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6. Work collaboratively with members of a multidisciplinary team, contributing to meetings, planning and coordination, and undertake administrative and organisational tasks related to the project as agreed with the project lead or line manager.

N.B. The above list is not exhaustive.