

# RESOURCING/

## JOB DESCRIPTION:

### Research Associate



Ref Number:	CEMS-055-21
Salary Scale:	Grade 7: £34,804-£39,152 per annum, pro rata (appointments will likely be offered at the bottom of the salary scale due to funding restrictions)
Contract:	For a fixed term period until 31/03/2022 AND part-time (50%)
School/Department:	School of Computing
Location:	University of Kent, Canterbury Campus
Responsible to <sup>1</sup> :	Dr Virginia Franqueira
Expected start date:	As soon as possible

#### The Role

This role's main activities include selecting academic and non-academic publications (which are published in English or Chinese), and summarising them in English. The publications are related to topics in cyber deception. The ability to work independently and as part of a team is essential, along with strong organisational skills, attention to detail, and the ability to plan tasks according to deadlines.

You will have excellent analytical and English writing skills, excellent Chinese technical writing and reading skills, and a broad knowledge of different fields within Computer Science, especially related to Artificial Intelligence.

This is fixed-term, part time role within the vibrant and expanding Institute of Cyber Security for Society (iCSS) and School of Computing at the University of Kent's Canterbury campus.

You are encouraged to contact Virginia Franqueira (v.franqueira@kent.ac.uk), if you have any further questions about this post, or for more information please visit this website: <https://research.kent.ac.uk/cyber/digital-data-deception-technology-watch-newsletters/>

**Shortlisted candidates will be required to complete and return a written test, prior to the interview date. This will involve summarising 2 given publications (one in English and one in Chinese) to demonstrate editorial skills in practice.**

<sup>1</sup> Line Manager may be subject to change and will be confirmed in the employment contract issued to the successful candidate.



## Key Accountabilities / Primary Responsibilities

- Lead the production of Technology Watch newsletters according to the specification and set deadlines provided by the line manager.
- Actively contribute to discussions on project matters within the team.

## Key Duties

- To coordinate the whole team's work on producing all issues of the newsletter.
- To play an active role in proposing and co-defining the methodology and implementation details of the literature review process for each issue of the newsletter.
- To follow the agreed methodology and implementation details to search and identify relevant academic publications for inclusion in newsletters.
- To document the process followed for purposes of quality control.
- To write an informative and well-elaborated summary of each publication selected for inclusion in each issue of the newsletters using LaTeX.
- To produce technical editorial comments on papers selected in each issue of the newsletter based on a good academic judgment of the related techniques and implementations. This will include identifying errors and issues in reviewed academic publications, making independent judgment on results reported in such academic publications and comparing results from different academic publications.
- To structure each issue of the newsletter by putting the summaries of selected academic publications in the agreed structure.
- To format the newsletters according to a specified look-and-feel and pay particular attention to details.
- To engage with the team involved in the project and follow the agreed quality control process.

Your line manager, Dr Virginia Franqueira, depending on the project's specific needs, may assign other duties, commensurate with the grading of the post.

## Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment

## Internal & External Relationships

**Internal:** Dr Virginia Franqueira, Dr Sanjay Bhattacharjee, and Professor Shujun Li.

**External:** none

## Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job.

The selection panels will be looking for clear evidence and examples in your application, or in your cover letter where applicable, which back-up any assertions you make in relation to each criterion.

Qualifications / Training	Essential	Desirable	Assessed via*
A PhD (or nearing completion of study for one, we will accept applications from those in their writing up phase) or equivalent, in Computer Science, Cyber Security, Artificial Intelligence or related subjects	✓		A

Experience / Knowledge	Essential	Desirable	Assessed via*
Good familiarity with literature review methodologies	✓		A, I
Fluency in reading Chinese technical writings	✓		A, T
Experience with LaTeX typesetting	✓		A, T
Experience with editing newsletters or similar publications		✓	A, T, I
Good technical writing skills in English	✓		A, T, I
A good track record of research publications	✓		A, I

Skills / Abilities	Essential	Desirable	Assessed via*
Excellent analytical and organisational skill and ability to pay attention to details	✓		A, T, I
Good interpersonal and communication skills, and ability to communicate effectively within a team	✓		A, I
Excellent skills in planning and prioritisation, and ability to meet deadlines	✓		A, I
Ability to work independently on own initiative, but also successfully as a team member	✓		I

**\*Criterion to be assessed via:**

- A = application form or CV/cover letter**
- I = interview questions**
- T = test or presentation**

