

RESOURCING/

JOB DESCRIPTION:

Research Assistant in Victorian Literature



Ref Number:	AHUM-068-21
Salary Scale:	Grade 6: £27,511 - £30,942* pro rata per annum *Appointment is likely to be made at £27,511 due to funding restrictions
Contract:	For a fixed term period of 3 months and part-time 0.1fte
School/Department:	School of English
Location:	Home-based with travel to the National Library of Scotland in Edinburgh
Responsible to:	Dr Lara Atkin
Expected start date:	As soon as possible

The Role

A Research Assistant is required to undertake archival work examining the Chambers Journal ledgers at the National Library of Scotland. The ideal candidate will be based in easy travel distance of the NLS and will have a research background in Victorian periodical studies, either studying for a PhD or post-doctoral.

You will be expected to examine the Chambers's Journal Ledgers, particularly the notebooks containing details of the cash payments made to authors for contributions to the journal and other work between 1839-1903. High quality scans of these ledgers should be taken, and a research report produced highlighting any attribution data gathered from the ledgers that could be integrated into The Curran Index. You will work independently but report to Dr Lara Atkin, co-editor of The Curran Index.

Key Accountabilities / Primary Responsibilities / Key Duties

The principal duties and responsibilities of the successful candidate will be as follows:

- Examine notebooks 341.367-371 in the Chambers Collection of the Publishers' Collection at the National Library of Scotland.
- Take high-quality scans of the pages displaying payments made to authors for articles contributed to *Chambers Edinburgh Journal*, paying particular attention to any information that will help identify the author(s) of particular articles.



- Prepare appropriate metadata for the images and provide the files to the project team using OneDrive.
- Report regularly to Dr Lara Atkin.
- Complete a research report on the work undertaken.
- Use social media to promote the research and *The Curran Index*.

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 Display Screen Equipment
- Working in isolation
- There may be a requirement to work evenings and weekends

Internal & External Relationships

Internal: School of English staff, administrative colleagues in the Division of Arts and Humanities

External: Kirsty McHugh, Curator, John Murray Archive and Publishers' Collections, National Library of Scotland; Research Society for Victorian Periodicals: The Curran Index Advisory Committee.

Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

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*
Significant progress toward a PhD in English Literature, History, or a related area	✓		A
A research background in Victorian periodicals	✓		A, I

Experience / Knowledge	Essential	Desirable	Assessed via*
Experience of independent research activity	✓		A, I
Experience working with manuscripts/archives	✓		A, I

Experience producing research reports	✓		A, I
Experience photographing archival materials		✓	A, I
Experience undertaking attribution scholarship		✓	A, I
Experience using social media to disseminate research findings		✓	A, I
Experience of working collaboratively using cloud storage to share files (such as OneDrive, Dropbox or Google Drive)		✓	A, I

Skills / Abilities	Essential	Desirable	Assessed via*
Good IT skills, particularly Microsoft Office packages and experience using scanning software	✓		I
The ability to work independently and as part of a team	✓		I
Excellent communication skills, written and oral	✓		I

Additional Attributes	Essential	Desirable	Assessed via*
The ability to organise and deploy time effectively	✓		I

***Criterion to be assessed via:**

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