

JOB DESCRIPTION

Job Title	Academic Research Project Officer (2.5 days per week)
Responsible to	Chief Executive
Location	The post is based in our London offices but the candidate may be able to work flexibly from home. They will also need to be willing to travel to events, meetings etc. as required

Purpose

The post holder will work in collaboration with the Chief Executive of Learning on Screen and be responsible for developing and implementing an academic research project strategy for Learning on Screen.

Context

Learning on Screen has been leading and supporting excellent academic research projects since 1948. An integral part of the dissemination of research findings and assets has always been the development of membership services and resources.

Learning on Screen exists to support and promote the use of audiovisual material in research and teaching across all subject areas. Founded in 1948 by scientists wanting to use film in their teaching, it has since expanded its work by providing innovative services such as BoB (Box of Broadcasts), databases of British TV and cinema newsreels, and a copyright advisory service.

We want to raise our profile as a key academic project partner and deepen and develop our relationships with the academic community. We need a suitable post-holder to spearhead this work.

We want to participate in research bids as a technical partner (in our areas of expertise) providing data management, digitisation and privileged access to our databases and archives* as well as support in the design and hosting of project websites.

**As well as our accessible online databases, collections and listings over our long history we have amassed varied and unique collections of objects, books and documents covering the history of broadcasting and of the use of moving image and sound in teaching and learning. These assets include: audiovisual material in many formats; artefacts; deposited professional and personal papers; photographic materials and slides; publications (including catalogues, pamphlets, journals and newsletters). The bulk of these assets remain hidden away and we have not had the means or the capacity to make these available for academic use.*

Knowledge and Experience

The candidate will have a PhD or equivalent qualification in a relevant subject area and the ideal candidate will also have:

- A good working knowledge of the major UK and European research funding opportunities;
- Experience in research bid writing;
- Experience of presentation at academic conferences;
- An interdisciplinary approach;
- Teaching experience;
- A working knowledge of research database management issues;
- Web design skills.

Key responsibilities

The post-holder will:

- Identify research opportunities deriving from our archives and data;
- Seek further opportunities generated by academic research leaders;
- Actively seek research project partners by participating in networks of researchers and university research officers in the relevant subject areas;
- Participate in the formulation of bids;
- Provide information for the technical appendices of research bids in consultation with staff;
- Work with university research officers/bid writers where necessary;
- Act as our contact point for the management of successful bids;
- Be part of the editorial team and provide regular contributions to our online magazine 'Viewfinder';
- Work with our Copyright Service Delivery Manager to identify and assess any copyright/rights issues arising from proposed projects etc.

Other

- To undertake such other duties and training as may be reasonably required by the organisation or line manager to further the vision of Learning on Screen.

Please note

This is a description of the job as it is presently constituted. It is now Learning on Screen's practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of Learning on Screen to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after consultation with you.