Faculty of Medicine and Health
Institute of Psychological Sciences
Leeds Cognitive Group

Research Fellow in Cognitive Psychology (Neuroscience)

The Institute is seeking to appoint a post-doctoral researcher with experience of EEG/ERP methods. The main duties will be to design, run and analyse experiments in the department's new Neurophysiological Laboratories, which feature state of the art EEG/ERP equipment (Neuroscan and EGI). The successful candidate will have experience of conducting research and a strong academic understanding of cognitive neuroscience.

You will have ring-fenced personal research time and will be expected to carry out your own research with a view to generating high-quality publications. You will also be expected to collaborate with Leeds Cognition Group faculty members to support selected high-quality EEG/ERP projects by aiding experimental design, implementation and analysis.

This post is fixed term for a period of 12 months in the first instance, with the possibility for extension based on outstanding research performance measured by publications and grant applications.

University Grade 7 (£29,704 - £35,469 p.a.)

Informal enquiries to Professor Mark Mon-Williams, tel: +44 (0)1133 435743, Email: pscmmw@leeds.ac.uk or Dr Richard Wilkie, tel: +44 (0)113 343 6681, Email: r.m.wilkie@leeds.ac.uk

To apply on line please visit http://www.leeds.ac.uk and click on 'jobs'

Alternatively, application packs are available from Christine Cascarino, Institute of Psychological Sciences, tel:+ 44 (0)113 343 5718; email: c.cascarino@leeds.ac.uk

Job Ref 314324   Closing Date: 22-06-09

Research Context

The research mission of the Institute of Psychological Sciences (IPS), University of Leeds is to conduct research on psychological processes that inform and enhance our understanding of the human condition. There is a strong focus on the application of this knowledge to improve the quality of people's lives and the environments in which they live.

IPS is ranked 11th among 76 Psychology Departments in the UK in terms of Research Power (i.e., research quality x quantity of research activity). Each of the three main areas of our research (Biological Psychology, Cognitive Psychology, Health/Social Psychology) were judged to be of a high quality. During the assessment period (January 1st 2001 to December 31st 2008), members of the Institute:

- were awarded over £6M in research income,
- authored over 500 refereed journal articles.

IPS has excellent research facilities and over the last five years has used SRIF funding to invest heavily in infrastructure including an extensive, fully equipped Human Factors Laboratory Suite,with the capacity to monitor human performance in complex environments, a Human Neurocognitive research facility and a Health and Social Psychology Laboratory.

The Institute's success in RAE2008 reflects our continuing and growing strength in research achievement, building on the 'excellent' (5) rating in the previous research assessment exercise.

Prof Martin Conway (Head of Institute) has instigated an 'early career development policy' meaning we have a high proportion of high-flying early career researchers reflecting a flourishing research community consisting of 40 HEFCE funded staff. Research activity in IPS draws on the strength of diverse research approaches and methods (qualitative and quantitative) and is currently organised under three separate but interdependent areas: Cognitive Psychology, Health and Social Psychology, and Biopsychology. You would join the Leeds Cognition Group.

The proposed research fits within one of the three main research areas in the Institute of Psychological Sciences – Cognitive Psychology. The Leeds Cognition Group conducts research into key areas of cognition such as basic memory and perceptual processes in addition to areas of applied interest such as auditory displays and emotion-based design. Targeted professorial appointments over the past few years have allowed us to attract high quality staff to form a collegiate but ambitious group with a growing international recognition.

Job Purpose

Under the direction of the Leeds Cognition Group leader (Prof. Mon-Williams) and your mentor (Dr. Wilkie) you will have responsibility for planning and executing a programme of research using EEG/ERP techniques; analysing and interpreting data; reporting progress at steering group meetings and writing up the work.

Main Duties and Responsibilities of the Post
- To generate research output and contribute to the generation of independent and original ideas, as appropriate.
- Develop and finesse experimental methodology and apply to tackle research questions.

- Keep abreast of changes in the field.

- Work within the research team to facilitate the efficient progress of the research programme.

- Participate in lab meetings, journal clubs and seminar programmes.

- Participate in research discussions and preparation of reports for publication and conference presentation.

- Contribute towards presenting research at national and international conferences.

- Attend training courses in research methodology, research writing and gain other skills required for career development.

- To manage the efficient day to day running of laboratories including the management of support staff, to provide expertise in maintenance of laboratory equipment and organisation of servicing and repairs.

- Ensure compliance with all relevant safety legislation in all laboratories and offices, including arrangement of training for staff (at all levels), preparation of appropriate documentation on safety (including staff safety handbook) and proactive liaison with relevant external agencies regarding safety issues. Liaising with Section Heads and others to agree the level of service required and how this will be delivered.

- Maintain all laboratory equipment in good working order, including basic troubleshooting, arrangement of servicing and repairs. Arrange regular meetings with technical staff to manage laboratory safety, purchasing and other laboratory management issues.

Specific Responsibilities and Accountabilities

- Under the direction of the senior members of the cognitive research group plan and co-ordinate the research programme

- Organise the recruitment of participants for a series of experiments.

- Work with the research group to design EEG/ERP studies.

- Contribute and where possible lead the analysis, interpretation and write up of these experiment.

- Manage usage and monitor the EEG laboratories to ensure smooth running of all experiments within these labs.

This job description provides a framework for the role of Research Fellow in the Institute of Psychological Sciences and should not be regarded as a definitive list of duties and responsibilities, which will develop and change over time through natural progression.

Although this appointment is based in the Institute of Psychological Sciences, all University appointments are made on the understanding that individuals may be transferred to other departments or sections when special circumstances make it appropriate.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://www.leeds.ac.uk/hr/jobs/index.htm - to allow staff to apply for wider career development opportunities.

Person Specification

		ESSENTIAL	DESIRABLE
1.	**EDUCATION/QUALIFICATIONS** Academic, technical and professional education and training.	• PhD in psychology or other cognate discipline	
2.	**WORK AND OTHER RELEVANT EXPERIENCE (INCLUDING TRAINING)** e g Specialist knowledge, levels of experience, skills, supervisory experience, research.	• Experience developing, running and analysing EEG/ERP experiments. • Experience of presenting research finding at national/international events • Ability to work in a multidisciplinary team under the direction of academic staff • Excellent organisational, communication and interpersonal skills • Ability and willingness to demonstrate initiative and take responsibility	• Research publications, especially of EEG/ERP studies • Experience testing a range of participants using EEG/ERP methodologies. • Experience of Neuroscan and EGI hardware/software. • Excellent analytical and data modelling skills with experience of using BESA, EEGLab (Matlab) and other EEG/ERP analysis software. • Evidence of independent research
3.	**PERSONAL QUALITIES AND ABILITIES** e g Initiative, leadership, ability to work on own or with others, communication skills.	• Drive, determination, energy. • Ability to work with a wide range of people effectively and sensitively • Able to work on own initiative to deadlines • Able to work independently and with enthusiasm • Attention to detail • Flexibility to accomplish complex tasks with groups of people • Effective time management skills • Ability to encourage others • Evidence of an ability to work autonomously • Enthusiasm to continue to improve specialist knowledge related to the scientific working environment	
4.	**OTHER** e g Special circumstances appropriate to the job	• Disclosure check	

How to Apply

We encourage all applicants to e-mail their completed application forms to us and to complete the equal opportunities monitoring form on-line as this is the most efficient and environmentally friendly option available.

> **Send Completed Applications to:** **c.cascarino@leeds.ac.uk**
> **Closing date:** XXXXXXXXXX
> **Quoting Job Reference number:** 314324

Applications should include the following:

- **A completed application form**. If you wish to download an application form allowing you to e-mail your application back please visit **http://www.leeds.ac.uk/hr/forms/index.htm#recruitment**

- **A Curriculum Vitae**/information requested on page 2 of the application form.

- **Equal Opportunities Monitoring form** found online, please visit:

  http://tldynamic.leeds.ac.uk/equalopps/

If you have decided to submit your application by post please return to Christine Cascarino, Office Manager, Institute of Psychological Sciences, University of Leeds, Leeds LS2 9JT by no later than XXXXXXXXXXX

Replies will be treated in complete confidence

If you are selected for interview you can expect to hear from the University **not later than 4 weeks** after the closing date. If you are not selected for interview the University will not contact you again.

Please note that if you are considering applying for this post you must be able to supply proof of the right to work in the UK. We are obliged by European law to appoint people who are citizens of the European Economic Area (EEA) where possible. Where there are no skills shortages for a particular post it is highly unlikely that an appointment could be made outside the EU.

A Criminal Records Disclosure is not required for this position; however, applicants who have **unspent** convictions must indicate this in section 9 of the application form and must declare the nature of the conviction to the Recruitment and Administrative Co-ordinator.

Disabled Applicants

The post is located in The Institute of Psychological Sciences. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from Disability Services, e-mail disability@leeds.ac.uk or tel +44 (0)113 343 3927.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Disability Discrimination Act once their disability becomes known.

Data Protection

The information you provide in your application will be used to consider your suitability for the post for which you have applied. If your application is not successful the information will be disposed of confidentially after 9 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with the University's Data Protection Code of Practice. A copy of this code can be obtained from either the University's Human Resources Department or by visiting:

http://www.leeds.ac.uk/hr/policy/index.htm

Health and Safety Responsibilities

You are required to adhere to and comply with the provisions of the Health and Safety at Work Act, related Regulations and act in accordance with the University's Policy on Health and Safety which can be accessed via:
http://www.leeds.ac.uk/safety

In addition you are also required to co-operate with regard to the implementation of the Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and Welfare at Work.

For more information on the University and terms and conditions of appointments please visit http://www.leeds.ac.uk

To find out what it's like to work at the University of Leeds, view our DVD online at: http://www.leeds.ac.uk/hr/jobs/dvd.htm

Information for International staff moving to the UK can be found at: http://www.internationalstaff.org/

Equality and Diversity Statement

The University of Leeds is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

- that we treat all individuals fairly, with dignity and respect;

- that the opportunities we provide are open to all;

- that we provide a safe, supportive and welcoming environment – for staff, for students and for visitors.

We recognise that we still have work to do to secure a truly inclusive community, and we are committed to a wide-ranging plan of action to tackle discrimination and to promote diversity.

The Equality and Diversity Statement forms part of the University's Equality and Diversity Policy, which applies to staff and students alike and is available on the University's website at:
http://www.equality.leeds.ac.uk/ed/policy/

The University has published the following policies and codes of practice which are linked to the Equality and Diversity policy. They are also available on the University's website:

- The Race Equality Policy,

- The Disability Equality Scheme

- The Gender Equality Scheme

- The Code of Practice on Harassment and Bullying

Further information and advice are available from The Equality Service, Telephone: +44 (0)113 343 3927 or by email to equality@leeds.ac.uk.

Pension information

For appointments to academic or professional and managerial grades you will be eligible to join the Universities Superannuation Scheme (USS) and will automatically be entered into this Scheme when you commence employment at the University. Full details of the benefits offered by the Scheme can be found on their website www.usshq.co.uk, and more information can also be obtained from the University Pensions Department.

If you are being appointed to a clinical post with the University, you may retain the right to remain in the NHS pension scheme.

If you are an existing University member of staff and are currently on a support grade, you will be eligible to join USS on your appointment to an academic or professional and managerial grade. You may decide to transfer the benefits you have built up in the Pension and Assurance Scheme (PAS) to USS, however this transfer will not be on a year for year basis and you may decide instead to leave these benefits deferred in the PAS scheme. The pensions department will be able to give you further details regarding the options available to you.

If your appointment is to a grade 7 post, in some circumstances it may be possible for you to remain in PAS, please speak to the pensions department for further details.

The University of Leeds

With a proud tradition and an ambitious future vision the University of Leeds offers an exciting environment for all staff. We want to build on over a century of achievement and we now have a new ambition to be in the top 50 universities in the world by 2015. Our staff will be crucial in achieving this vision and we are looking for more talented people to play a part in our future.

Established as an independent institution in 1904 we are now one of the largest universities in the UK with an outstanding reputation for our research and teaching.

Leeds is a member of the Russell Group of UK research-led universities and is a founder member of the World Universities Network (WUN), a global alliance of major international institutions gathered from the UK, North America and Asia. These networks give our staff and students further support for international collaboration. Our wide range of research areas – from medicine to performing arts – creates a tremendous base for collaboration between colleagues.

Around 12% of our 32,000 students are international and come from over 100 countries. We are consistently one of the UK's most popular institutions for undergraduates. They choose Leeds for the quality of our courses and student experience. Our students are challenged by learning and teaching which is informed by our research. We are building stronger relationships with our graduates, and they are increasingly playing a role in campus life.

With around 7,500 staff the University is one of the largest employers in Leeds and one of the most diverse with staff of around 100 nationalities. We offer a range of benefits as an employer and we are continuing to invest in services and facilities for staff. These include a new staff centre and plans for a new swimming pool and fitness complex which join existing facilities like the nursery and sports centre.

Our 98 acre campus is minutes away from the centre of one the UK's biggest cities.

The City of Leeds

Leeds is the fastest growing city in the UK and home to over three-quarters of a million people. It is located in the heart of the UK and is the regional capital of Yorkshire and the Humber.

It is unrivalled in the north of England as a major shopping destination and centre for the arts, entertainment, nightlife and leisure. The city has a rich cultural heritage with a wide range of theatres, cinemas, museums and art galleries and a thriving music scene to cater for all tastes. Leeds has a proud sporting tradition and there are plenty of opportunities to participate in everything at all levels.

Home to some of the UK's and Europe's leading companies, Leeds has seen the fastest rate of growth in terms of job creation in the UK over the last two decades. It is the main centre for the regional headquarters of government departments and utilities providers and the National Health Service. It is also recognised as a major centre for financial services and is the top legal and media centre in the UK outside London.

Leeds has excellent communication and transport links. The city is well served by affordable, frequent local transport and has extensive coach and rail services connecting Leeds with the rest of the UK. Leeds/Bradford airport provides regular flights to an increasing number of destinations.

Large areas of parkland make Leeds a very green city. There are many areas of natural beauty and interest in Leeds from the national attractions of the Royal Armouries and the Thackray National Medical Museum to the fine mansions of Harewood House, Temple Newsam and Lotherton Hall. Leeds is also within easy reach of the Yorkshire Dales, the Peak District, the Lake District and historic towns such as York, Harrogate, Ripon and Bradford.

Rich in history, with a diverse economy, thriving cultural scene and a cosmopolitan atmosphere, Leeds stands proud as a city of regional, national and international importance.

University of Leeds Single Pay Spine and Grading Structure 2008/09

Spine Point			Oct 2008 (5%)
60			72,098
59			69,998
58			67,959
57			65,980
56			64,058
55			62,194
54		10	60,382
53			58,624
52			56,916
51			55,259
50			53,650
49	9		52,086
48			50,569
47			49,096
46			47,666
45			46,278
44			44,930
43		8	43,622
42			42,351
41			41,118
40			39,920
39			38,757
38			37,651
37			36,532
36			35,469
35	7		34,435
34			33,432
33			32,458
32			31,513
31			30,594
30			29,704
29		6	28,839
28			27,999
27			27,183
26			26,391
25			25,623
24			24,877
23			24,152
22			23,449
21	5		22,765
20			22,126
19			21,458
18			20,834
17			20,226
16			19,645
15		4	19,089
14			18,550
13			18,027
12			17,519
11			17,026
10	3		16,547
9			16,081
8			15,641
7			15,216
6			14,867
5		2	14,477
4			14,099
3			13,787
2			13,431
1			13,085