# Job Description: RMA Research Skills Officer

# Three-year fixed term, renewable

One of the most important functions of the Royal Musical Association, as the principal learned society for music in the UK, is to support the next generation of researchers in its field (including composition, performance and practice). The RMA Research Skills Officer ensures that research students and early-career researchers in music have access to broad and relevant training provision covering a wide range of themes and approaches within the subject. There are three key areas of focus: to co-ordinate research training activities offered by the RMA; to establish collaborative working with other providers of research training in HE, both within music and more broadly; and to devise and support the delivery of new in-person, online and hybrid research training events.   
  
Specifically, the RMA Research Skills Officer will

1. With the support of the Events Committee and the student members on Council, devise and deliver a programme of free-standing research training events in music, both online and in person, specifically in areas not covered by other providers or through existing events (covered under 2-5 below).
2. Ensure a vibrant and diverse programme of research training events at the RMA flagship conferences (particularly, but not exclusively the Research Students Conference) by liaising with the conference organisers.
3. Explore opportunities to integrate research training elements into the Study Days by working together with the Student Liaison Officer and directly with the organisers of these days.
4. Explore and establish collaborations or affiliations with the postgraduate research consortia (including but not limited to the AHRC-funded DTPs), potentially with a view to establishing a ‘roadshow’ model, with a series of events at the consortium hubs, partly facilitated by locals and partly by traveling RMA experts.
5. Reaffirm, explore or establish collaborations or affiliations with learned societies, subject associations and other providers which already provide research training or might be interested in doing so.
6. Explore the establishment of online learning resources, possibly but not necessarily or exclusively based on previous events (podcasts etc.)
7. Maintain a calendar of recurring and one-off research training events (in person, hybrid and on-line), both those organised by the RMA and those by other organisations, with a view to avoiding clashes, maintaining an overall spread of themes, as well as some geographical balance.
8. Work with the Communications Officer to ensure that all events are appropriately publicised (on the RMA website via e-mail, social media, direct communication to institutions, consortia or societies, etc.).
9. Report to the Events Committee at their twice-annual meetings.

# Person specification

The RMA Research Skills Officer you will:

1. have an understanding of the nature of research degree study in music, usually through experience as a research student in music or a related discipline
2. have an understanding of the landscape and context of music in higher education within the UK, including policy, infrastructure, funding, and delivery
3. be sympathetic to the aims and mission of the RMA and have an understanding of how the RMA operates in practice
4. have excellent organisational skills with ability to plan ahead, manage your own time and objectives, and work to high standards of accuracy
5. have confidence, credibility and excellent communication skills, so that you can be a successful advocate of the RMA and of music in higher education
6. have an ability to build positive relationships with a range of students and staff at all levels, with a track record of developing relationships across boundaries
7. be numerate and have good written English to enable you to devise and deliver a clear business plan and a budget
8. have the imagination and flexibility to identify and exploit opportunities, resolve problems and be responsive to change.

# Remuneration

There is an annual stipend for the Research Skills Officer of £2895. The Research Skills Officer will have an annual budget of £1,800 at their disposal to facilitate the activities as stipulated above.

# Application Process

Informal enquiries should be directed to the Chair of the Search Committee, Prof. Catherine Tackley (catherine.tackley@liverpool.ac.uk). Applications should be sent by email to Prof. Tackley, and should comprise the following:

• A curriculum vitae (maximum 4 sides A4)

• A covering letter outlining ambitions for the post and details of the candidate’s relevant experience and expertise in relation to the person specification

• Names and contact details of two referees

The deadline for applications is Monday 9th January 2023. Interviews will be held online in January 2023.

*We particularly encourage applications that reflect the full diversity of music studies and from individuals who self-identify as members of groups that are often under-represented in the RMA and music academia more broadly.*