

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

Role Descriptors Outputs and Requirements

Title: Research Fellow (Ac2 Grade)

Reports to: Professor

Department:

Professional Values

All Research Fellows are required to demonstrate respect for individual learners and be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. All Research Fellows are required to be committed to the development of learning communities and encouraging participation in Higher Education, while acknowledging diversity and promoting equality of opportunity. It is also a requirement that all staff are committed to undertaking continuing professional development and evaluation of individual practice and that they are proactive in improving the student experience

Role Purpose

The role is to develop research objectives, projects and proposals for individual or joint research and enterprise projects ensuring that this activity and administrative duties are well managed, obtaining guidance if required.

Principal Accountabilities

1. To build internal contacts and participate in internal networks for the exchange of information and to ensure that relationships are made and developed for future collaboration (s) and potential sources of funds are identified.
2. To be able to prepare the paperwork required for the submission of research proposals and contact research / consultancy applications to external bodies or companies to secure funding or for contractual purposes.
3. To take the initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio, identifying and using new research techniques and methods as appropriate to analyse and interpret research data and draw conclusions on the outcomes. Ensure that the outputs of such activities are to a standard that will be recognised internationally in terms of originality, significance and rigour.
4. To be responsible for conducting individual or collaborative research and consultancy projects and ensuring that results are written up for publication.

5. To be able to use research resources, laboratories and workshops as appropriate and ensure that personal research activity is planned and managed, taking into account the requirement, as necessary, to collaborate with others.
6. To be responsible for developing and maintaining a personal programme of Continuous Professional development (CPD) which ensures that you are continually up to date with developments, knowledge and understanding in your field or specialism and that you can translate this knowledge of advances in the subject area into research activity.
7. To attend and contribute to relevant internal and external meetings and to the decision making process in general, in a positive and collaborative manner.
8. To be involved and undertake the assessment of student knowledge, providing supervision of projects and assistance in the development of student research skills.
9. To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.
10. To undertake any other duties within their competence as required by the University, including supervision of student projects related to health innovation and contribution to teaching specialist short courses and postgraduate modules.

CONTEXT

The Health Innovation Ecosystem (HIE) at the University of Westminster is an innovative programme to tackle global challenges in health. Supported by our world leading research in this area, we believe in working in partnership to find real, workable solutions that improve people's lives and make a real difference. Real world problems are not restricted by traditional boundaries between areas of expertise: The challenges that we face today in healthcare require innovation, cross disciplinary approaches and collaborative partnerships with students, alumni, industry, research institutions, funders and communities.

The ambition of the HIE is to be a hub for world leading research and academic enterprise activity in the area of innovation in health and wellbeing by 2022.

Recent and current projects tackle varied issues including evaluation of social prescribing schemes, predictive risk modelling, helping cancer survivors in the aftermath of treatment, developing patient reported outcome tools for people with cancer, understanding the support needs of those with chronic fatigue syndrome, impact of lifestyle choices on the function and health of organs, MRI-based assessment of liver biology, and resilience assessment and resilience-promoting interventions. The projects are funded by a wide range of organisations from the

public sector such as NHS England, Public Health England, NHS Improvement, NHS Trusts and Clinical Commissioning Groups, Innovate UK, NIHR and the research councils, from the private sector including Microsoft and SMEs such as Select Research, Perspectum Diagnostics, and Docobo, and from the voluntary sector including Wellcome Trust and the Big Lottery Fund.

The postholder will be research active, contributing to existing and emerging research, consultancy and knowledge exchange activities in any areas of qualitative health research and evaluation.

The postholder will possess sufficient breadth or depth of specialist knowledge in a relevant discipline(s) and of research methods and techniques to work within established research programmes. The postholder will be expected to engage on a programme of continuous professional development (CPD).

The postholder must be able to show consideration towards colleagues and work with them on joint projects as required and have the ability to collaborate with academic colleagues and students on areas of shared research interest. This will require the ability to balance the competing pressures of research and administrative demands and deadlines.

The postholder will be expected to deal with routine communication using a range of media and be able to communicate complex information, which may be of a specialist or highly technical nature, orally, in writing and electronically

The postholder has responsibility for ensuring that suitable and sufficient risk assessments are undertaken for the activities for which they are responsible and that measures to control risk are identified and implemented, and communicated to all affected.

They must ensure the provision of adequate supervision and training, to include: the responsibility to work with due regard for the health and safety of themselves and others; familiarity with actions to be taken in the event of emergency; and the duty to report accidents and hazards appropriately.

They will also require a thorough understanding of the diversity and equal opportunities issues.

The postholder may be required to work occasionally during unsocial hours and travel and possibly stay overnight for the purpose of visiting collaborators, delivering workshops or short courses, or attending conferences in and outside London and the UK.

DIMENSIONS

These may vary from time to time dependent on precise duties.

Location: 115 New Cavendish St

**Person Specification
Research Fellow (Ac2 Grade)**

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
PhD or the equivalent in professional qualifications and experience in an area of health or social sciences involving mixed research methods	E	
Teaching Qualification		D
You will have proven experience and evidence of:-		
Independent qualitative research	E	
Ability to design and deliver course materials	E	
Proven record of successful experience in research and teaching	E	
Subject expertise that is up to-date	E	
Having written research papers evidenced by a publication record in relevant areas of analytics or computer science	E	
Ability to attract research funding and/or bids for other financial support, or equivalent		D
Contribution to design of teaching or research		D

Skills A good understanding of quantitative research High level analytical capability Fluent in relevant research models, techniques and methods and able to devise new ones Ability to communicate information clearly IT skills minimum requirements: Word, Excel, PowerPoint (i.e. Microsoft package): plus Email, intranet and VLE, eg Blackboard Skills in software to aid qualitative data analysis e.g. NVivo Ability to encourage commitment to learn in others Ability to assess and organise resources Understanding of and ability to contribute towards broader management issues	E E E E	D D D D
Personal Attributes Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.	E	