

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: Senior Research Fellow

Reports to: Principal Investigator / Professor

Department: School of Architecture and Cities

Professional Values

All Senior 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 Senior 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

To contribute to the development and implementation of research activity in the subject area and department and to contribute generally to the development of thought and practice in the field.

Principal Accountabilities

1. To develop research objectives, projects and proposals, identify sources of funding and contribute to the process of securing funds, generating income and obtaining consultancy projects,
2. To collaborate actively within the University and externally to complete research projects and to advance thinking. This will include participation in and developing of external networks and building relationships for future activities.

3. To decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.
4. To be responsible for the planning, co-ordination and implementation of research projects and programmes, managing the use of research resources effectively and managing and monitoring allocated research budgets.
5. To be responsible for conducting individual or collaborative research projects which identify, extend or transform and apply knowledge acquired from scholarship to research and appropriate external activities to a standard where the quality of the outputs is rated as internationally excellent in terms of originality, significance and rigour.
6. To assess, interpret and evaluate outcomes of research with a view to developing new concepts and ideas that extend intellectual understanding and to identify and develop new ideas for application of research outcomes.
7. To either write or contribute towards the publication or dissemination of research findings using other appropriate media. This may include making presentations at conferences or exhibiting work at other appropriate events.
8. To be responsible for the planning and management of consultancy assignments and to help with the planning and implementation of commercial and consultancy activities.
9. To have responsibility for health and safety in their own areas of activity, and depending on area of work and level of training received the postholder may be expected to conduct risk assessment and take responsibility for the health and safety of others.
10. To undertake any other duties within their competence as required by the University, including the supervision of post graduate research students.

CONTEXT

The postholder will possess sufficient breadth or depth of specialist knowledge in the discipline to develop research programmes and methodologies and be able to use a range of delivery techniques to enthuse and engage students. They will need to have the ability to balance the pressures of research and administrative demands and competing and conflicting deadlines and to co-ordinate the work of colleagues to ensure equitable access to resources and facilities.

The postholder will have to routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.

The postholder will be expected to act as a mentor to colleagues with less experience and advise on personal development including acting as a coach and support in helping develop research techniques. The postholder will have the ability to develop productive working relationships with other members of staff and be able to help with resolving standard issues or problems.

They will also require a thorough understanding of the University's management systems, including quality assurance, together with the wider higher education environment, including diversity and equal opportunities issues.

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.

Person Specification
Senior Research Fellow (Ac3 Grade)

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
Teaching Qualification		D
PhD or an equivalent level of knowledge, supported by evidence, which demonstrates you are a recognised expert with an authoritative understanding of your specialised field or discipline. You will have gained this knowledge through very broad and extensive experience, having built on a sound understanding of concepts and principles, through your wide and significant exposure to complex practices and precedents, within either industry, consultancy or private practice	E	
Membership of Higher Education Academy or equivalent		D
<p>You will have proven experience and evidence of achievement of:- Substantial proven experience within a relevant research activity</p> <p>Research within subject specialism with a proven record of achievement in the chosen field reflected in a growing reputation.</p> <p>Evidence of research programme design combined with a level of innovation and impact of research and published research results.</p> <p>Evidence of ability to attract research funding and/or bids for other financial support, or equivalent.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	

<p>Extensive experience and demonstrated success in planning building a team and delivering research results.</p> <p>Extensive experience of developing and devising models, techniques and methods.</p> <p>Extensive experience and demonstrated success in developing methods, coaching and management skills</p>	<p>E</p>	<p>D</p> <p>D</p>
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<p>Attributes and Skills</p> <p>High level analytical capability.</p> <p>Ability to communicate information clearly</p> <p>Ability to apply research findings to design course materials and to contribute towards the broader academic processes, for example; course development, assessment exercises, examinations and student recruitment.</p> <p>Ability to assess and organise resources.</p> <p>Ability to monitor and ensure effective management of assets and budgets allocated as part of the role and management resources.</p> <p>An understanding of and ability to contribute to broader management processes.</p> <p>Skills in managing and motivating staff.</p> <p>Proven ability to devise and advise on and manage learning and research programmes.</p> <p>Fully committed to creating 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.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p>
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