

**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:** Head of Department

**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**

To develop research objectives, projects and proposals for individual or joint research 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 research 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 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.

## **CONTEXT**

The postholder will possess sufficient breadth or depth of specialist knowledge in the discipline 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.

**DIMENSIONS**

*School to add details of specifics:-*

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

Course (s) Title.....  
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Module (s) Title.....  
.....

Student Numbers.....

Location.....

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

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree	<b>E</b>	
Post-Graduate Degree or Professional Qualification	<b>E</b>	
PhD or the equivalent in professional qualifications and experience	<b>E</b>	
Teaching Qualification		<b>D</b>
<b>You will have proven experience and evidence of:-</b>		
Ability to design and deliver course materials		<b>D</b>
Proven record of successful experience in research and teaching	<b>E</b>	
Subject expertise that is up to-date	<b>E</b>	
Contribution to design of teaching or research		<b>D</b>

<p><b>Skills</b></p> <p>High level analytical capability</p> <p>Fluent in relevant research models, techniques and methods and able to devise new ones</p> <p>Ability to communicate information clearly</p> <p>Ability to encourage commitment to learn in others</p> <p>Ability to assess and organise resources</p> <p>Understanding of and ability to contribute towards broader management issues</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>
<p><b>Personal Attributes</b></p> <p>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.</p>	<p>E</p>	