# CANDIDATE PACK

## Senior Research Fellow in COMMON ACCESS

School of Architecture and Cities



UNIVERSITY OF WESTMINSTER

# OUR **UNIVERSITY**

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust – compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, Being Westminster, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES **2022-2029**

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

**Westminster Business School**

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

**College of Creative Arts and Technologies**

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

**Liberal Arts and Sciences**

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

**The University Executive Board comprises:**

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Digital and Technology Services
- Estates
- Finance and Commercial Activities
- Global Engagement
- Global Recruitment, Admissions, Marketing and Communications
- Graduate School
- People, Culture and Wellbeing
- Research and Knowledge Exchange Office
- Strategy, Planning and Performance
- Student and Academic Services
- Learning Innovation and Digital Engagement



# JOB DESCRIPTION

**Job Title: Senior Research Fellow in COMMON ACCESS**
**Reports to: Head of Department**
Department: School of Architecture and Cities
Grade: REC

## 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 purpose of the Senior Research Fellow maternity cover role is to contribute to the development,implementation, and delivery of research activities and outputs for the ESRC-funded research project COMMON_ACCESS (COMMONing ACCESSibility in Urban Outskirts and Beyond) by undertaking high-quality research, stakeholder engagement, data collection and analysis, and dissemination activities that support the project's investigation of accessibility, mobility and community-led solutions in urban peripheral and suburban areas in the subject area of mobility and accessibility in the School of Architecture + Cities. The Senior Research Fellow is expected to contribute generally to the development of thought and practice in the field.

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.

The purpose of the Senior Research Fellow maternity cover role is to contribute to the development, implementation, and delivery of research activities and outputs for the ESRC-funded research project COMMON_ACCESS (COMMONing ACCESSibility in Urban Outskirts and Beyond) by undertaking high-quality research, stakeholder engagement, data collection and analysis, and dissemination activities that support the project's investigation of accessibility, mobility and community-led solutions in urban peripheral and suburban areas in the subject area of mobility and accessibility in the School of Architecture + Cities. The Senior Research Fellow is expected to contribute generally to the development of thought and practice in the field. This is a temporary maternity cover position offered on a fixed-term basis at 0.24 FTE (8.5 hours per week) until March 2027, when the project concludes.

## DIMENSIONS

Coordinated by the University of Westminster and led by Principal Investigator Professor Enrica Papa, the COMMON_ACCESS project brings together researchers from the University of Amsterdam, Politecnico di Milano, Ghent University, the London School of Economics and Political Science, and the Technical University of Munich, alongside local authorities, community organisations and specialist partners across Europe. COMMON_ACCESS investigates community-led approaches to improving access to services and opportunities in suburban, peri-urban and rural areas. Working across six European regions, it examines how shared mobility, local services and community resources can support more inclusive and sustainable accessibility.

The University of Westminster coordinates the international consortium and leads project management, communication and dissemination, with a key research role in the Oxfordshire Living Lab. The postholder will join the School of Architecture and Cities and work closely with the Principal Investigator, wider research team and external project collaborators. The role will support the final stages of project delivery, including research, data collection and analysis, stakeholder engagement, communication, dissemination, and impact activities. The successful candidate will contribute to a collaborative research environment and will be expected to engage professionally with a wide range of stakeholders, including researchers, practitioners, policymakers, and community groups.

The postholder will possess sufficient breadth or depth of specialist knowledge in the discipline of Transport Planning, Urban Planning, Urban Design, Geography, or a related discipline to support the COMMON_ACCESS to develop research programmes and develop appropriate 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, stakeholder engagement, communication and dissemination activities with administrative demands and competing and conflicting



deadlines, and to coordinate the work of colleagues, consortium partners and external stakeholders to ensure equitable access to resources and facilities and the successful delivery of project milestones, deliverables, outputs and dissemination activities.

The postholder will have to routinely communicate complex and conceptual ideas relating to accessibility, mobility, community-led initiatives and urban peripheral environments to those with limited knowledge and understanding as well as to peers, using high level communication 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 external collaborators 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.

The appointment is offered on a fixed-term basis at 0.24 FTE until 31 March 2027.



# PERSON **SPECIFICATION**

## QUALIFICATIONS

**Essential**

- Degree
- Post-Graduate Degree or Professional Qualification
- Teaching Qualification
- 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

**Desirable**

- Membership of Higher Education Academy or equivalent

## TRAINING AND EXPERIENCE

**Essential**

- Substantial proven experience within a relevant research activity
- Research and teaching experience within subject specialism with a proven record of achievement in the chosen field reflected in a growing reputation.
- Evidence of research programme design combined with a level of innovation and impact of research and published research results.
- Evidence of ability to attract research funding and/or bids for other financial support, or equivalent
- Extensive experience and demonstrated success in planning building a team and delivering research results.
- Extensive experience of developing and devising models, techniques and methods.

**Desirable**

- Extensive experience and demonstrated success in developing methods, coaching and management skills



## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

**Essential**

- High level analytical capability.
- Ability to communicate information clearly
- 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.
- Ability to monitor and ensure effective management of assets and budgets allocated as part of the role and management resources.
- An understanding of and ability to contribute to broader management processes.
- Skills in managing and motivating staff.
- Proven ability to devise and advise on and manage learning and research programmes.
- 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.

**Desirable**

- Ability to assess and organise resources.



# FURTHER INFORMATION

## VACANCY TYPE

This is available on a **fixed term, part time (0.24 FTE)** basis.

## SALARY

**Salary will be £ 14,010 to £16,020 per annum (pro-rata) on REC scale**. The full-time salary would be £58,376 - £66,753 per annum.

## LOCATION / SMART WORKING

**This post is based at our Marylebone Campus, 35 Marylebone Road, London NW1 5LS.**

The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage including any hybrid working.

## RIGHT TO WORK

The Home Office requires all employers to ask all potential employees for supporting documentation to confirm that they are legally permitted to work in the United Kingdom. This applies irrespective of the duration or tenure of the contract. Please note that a right to work check will need to be carried out in line with Home Office guidance if you are to be offered this position. This will need to be completed prior to a formal written offer of employment being made to you.

If you do not currently have the right to work in the UK, we would encourage you to consult the UK Visas and Immigration website for further information. Depending on the role and if the relevant criteria are met, the University may be able to provide sponsorship. This would be discussed further should you be offered the post. Please note that sponsorship is not guaranteed for every role due to immigration rules and eligibility restrictions.

## PENSION SCHEME

The post is superannuable under the Local Government Pension Scheme (LPFA).

## EQUALITY, DIVERITY AND INCLUSION

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

## BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are



inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status. Information on our benefits can be found at our Benefits Webpage

## FREE SPEECH COMPLAINTS SCHEME

The Office for Students (OfS) operates a free speech complaints scheme. Under that scheme, the OfS can review complaints about free speech from non-student members, staff, applicants for academic posts and (actual or invited) visiting speakers. The scheme is free to use. Information about the complaints that the OfS can review is available on its website [www.officeforstudents.org.uk/for-providers/freedom-of-speech/free-speech-complaints/].

## HOW TO APPLY

To apply for this vacancy, please visit our vacancies page where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

Please note that the application form contains an equality, diversity and inclusion section which must be completed. This information will not be made available to the selection panel and will not form any part of either the shortlisting or decision-making process.

**The deadline for receipt of applications is 11.59pm on 19 November 2026.**

**Interviews will take place on w/c 30 November 2026.**

You will be fully informed of the outcome of your application.





**westminster.ac.uk**

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