

## **Research Staff Indicative Job Descriptors**

### **Research Associate Grade 6**

#### **Role summary**

Role holders at this level will be working under supervision/direction from a more experienced researcher, who will be ultimately responsible for the project. They will draw on their experience of postgraduate research or equivalent work experience to conduct studies which contribute to the research work of an individual research leader or team.

They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others or developed by them with support/direction from an experienced colleague.

Role holders will be provided with academic (including guidance on realistic career opportunities) and pastoral support within the School and training will be available designed to develop their competencies and ability to take on a wider range of responsibilities.

#### **Role Responsibilities**

- Contribute effectively to the research programme of the School under the guidance of a more experienced academic Principal Investigator.
- Use their initiative and creativity to analyse and interpret research data and draw conclusions on the outcomes.
- Co-ordinate their own work with that of others, deal with problems which may affect the achievement of research objectives and contribute to the planning of the project(s).
- Present information on research progress and outcomes to groups overseeing the research project and in wider School-based fora such as research seminars.
- Write up results from their own research activity and contribute to the research project's dissemination, in whatever form (report, papers, chapters, book, conference posters and presentations).
- Ensure that personal knowledge in relevant fields of study is kept up to date.
- May participate in activities to achieve engagement with research and/or impact beyond academia.
- Use research resources (including, where required, laboratories, workshops and specialist equipment) appropriately.
- May provide advice and demonstrate techniques to students in their discipline.
- May work with other researchers in a team and actively participate in the work of the team.
- Will liaise with research colleagues and support staff on day-to-day issues.

- May provide help and guidance as required to any support staff and/or research students assisting with the research.
- Will be starting to develop internal and external contacts with researchers in related areas of study, in order to assist the work of their research project(s).

### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<ul style="list-style-type: none"> <li>• Graduate level qualifications in relevant subject with subject knowledge in the relevant area and some research experience.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant postgraduate research degree or equivalent professional qualification/experience or be working towards one.</li> </ul>
<i>Skills and Knowledge</i>	<ul style="list-style-type: none"> <li>• Demonstrable communication skills in English language.</li> <li>• Good IT skills in Microsoft/Adobe Programmes.</li> <li>• Excellent report writing and presentation skills.</li> <li>• Good time management and organisational skills.</li> <li>• Good interpersonal skills.</li> <li>• Ability to interpret results gathered by others</li> <li>• Well-developed analytical and practical skills in subject area</li> <li>• Sufficient breadth and depth of specialist knowledge in the discipline to work within their own area.</li> </ul>	<ul style="list-style-type: none"> <li>• advanced skills directly related to their research project</li> </ul>
<i>Personal Attributes</i>	<ul style="list-style-type: none"> <li>• Ability to communicate complex information clearly, both orally and in writing</li> <li>• Ability to work collaboratively with colleagues and students</li> <li>• Ability to use initiative, and apply creativity, to solve problems that are encountered in the research context</li> <li>• Ability to organise their own time and work, to meet deadlines, and manage competing priorities</li> </ul>	

## **Senior Research Associate Grade 7**

### **Role Summary**

Role holders at this level will be experienced, professional researchers and subject specialists, drawing upon knowledge gained from postgraduate research and/or working within a Grade 6 RA role. Will be line managed by a more experienced member of the School, normally the Principal Investigator.

They will be associated with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will be expected to do some writing for dissemination as appropriate to the role. While working under supervision, they will also be expected to plan and manage own research activity in collaboration with others and take significant initiatives in their work, consulting with the Principal Investigator over the details of the project.

They may contribute to the School's teaching, through supervision of projects, overseeing practical classes, or taking small group tutorial classes. They may work within teams and should contribute to the academic life of the School through participation in research seminars and contribution to appropriate School meetings.

They will be provided with academic and pastoral support within the School (including guidance on realistic career opportunities) and training and development activities will be available. These will be designed to develop their competencies and ability to take on a wider range of responsibilities.

### **Role Responsibilities**

- Although working under the general guidance of a more experienced academic or Principal Investigator, they will contribute ideas, including enhancements to the technical or methodological aspects of the study, to the research project, thus providing substantial 'added value'.
- Determine and deploy appropriate methodologies for research, with advice and support.
- Assess research findings for the need/scope for further investigations.
- Write up their own research work for publication, with appropriate support, in respected journals or equivalent and/or contribute as a team member to larger publications.
- Present research findings, either at conferences or seminars appropriate to the discipline.
- Contribute to grant applications submitted by others.
- May (consonant with the terms of their funding) contribute to the teaching of students in the School, usually within their own field of expertise and knowledge of research methods.

- May be involved in the supervision, with guidance, of final year undergraduate/taught postgraduate research projects as well as the day-to-day supervision of PhD students.
- May (consonant with the terms of their funding) identify personal research objectives, develop a plan for personal research and initiate research that leads to the development of knowledge and theoretical understanding.
- Begin to write, with appropriate support, bids for individual research funding or, where funders do not permit this, contribute to the writing of collective bids.
- Begin to referee papers for external bodies.
- Participate effectively in activities to achieve engagement with research, and/or impact beyond academia.
- Where the research is apposite, begin to develop entrepreneurial or collaborative links either with external organisations or with in-house companies.
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- Where appropriate, register patents to protect intellectual property.
- Will be actively developing their own research network with researchers in other institutions, nationally and internationally.
- Will communicate with users of, and communities relevant to, the research and, as appropriate, the subjects of their research.

#### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<ul style="list-style-type: none"> <li>• A relevant postgraduate research degree or equivalent professional experience in the research area</li> <li>• Significant previous experience of independent research</li> <li>• Presentations at conferences and some publications in respected journals or equivalent in the field</li> </ul>	

<p><i>Skills and Knowledge</i></p>	<ul style="list-style-type: none"> <li>• Demonstrable communication skills in English language.</li> <li>• Good IT skills in Microsoft/Adobe Programmes.</li> <li>• Excellent report writing and presentation skills.</li> <li>• Good time management and organisational skills.</li> <li>• Good interpersonal skills. Initiative in planning research</li> <li>• Detailed subject knowledge in the area of research</li> <li>• Specialist knowledge and practical skills capable of leading to independent, original contributions to the subject area.</li>   <li>• High-level analytical skills</li> <li>• Full awareness of the ethical issues involved in their research work</li> </ul>	<ul style="list-style-type: none"> <li>• advanced skills directly related to their research project</li> </ul>
<p><i>Personal Attributes</i></p>	<ul style="list-style-type: none"> <li>• Ability to communicate complex information clearly, both orally and in writing.</li> <li>• Ability to stimulate and encourage the commitment to learn in others.</li> <li>• Ability to use initiative, and apply creativity, to solve problems that are encountered in the teaching and/or research context.</li> <li>• Ability to work collaboratively with colleagues and students.</li> <li>• Ability to organise their own time and work, to meet deadlines, and manage competing priorities.</li> </ul>	

## **Research Fellow Grade 8**

### **Role Summary**

Role holders at this level will have substantial experience of research. They will initiate and take responsibility for some research projects and may be Principal Investigators. They will be involved in administration relevant to their projects (e.g. helping to prepare bids for research funding), managing other researchers and monitoring research budgets.

They will be expected to undertake research individually and/or collectively and to advance the state of knowledge and understanding within their particular area of expertise. They will be publishing regularly in high quality outlets. They are likely to provide some teaching support for the School (consonant with the terms of their funding).

They will be expected to be establishing a growing reputation within their particular research field and academic discipline and be developing and demonstrating intellectual independence.

### **Role Responsibilities**

- May supervise research associates and/or senior research associates and will help to co-ordinate the research projects within the School.
- May be an external examiner for research students and are likely to interact with external examiners of their own students.
- Likely to operate across the Faculty (or cognate faculties) to help build strong interdisciplinary research alongside other academic staff.
- Contribute to research objectives and potential funding sources, and write bids for funding.
- Play a leading role in research teams to which they belong, including progressively larger and/or more complex projects, or as an individual researcher in their specific research area.
- Play a major part in the successful dissemination of their (or the team's) research findings, presenting at conferences and contributing substantially to publications.
- Produce publications of at least, national quality and with some evidence of potential international quality, in the quantity appropriate to the discipline.
- Ensure intellectual rigour and adherence to ethical standards in the projects for which they are responsible.
- Help colleagues to interpret data, to manage competing priorities, and to develop their research skills.
- Ensure that knowledge and methodological/technical skills in their own, and related, areas of scholarship is extended and informs research activities.
- Monitor and, where appropriate, manage research resources (e.g. time, materials, finance, laboratory space, equipment) effectively.
- Play an effective leadership role in mentoring early career colleagues and co-ordinating the work of research and other staff.

- Effectively supervise research students to graduation, and take responsibility for their training.
- May, where appropriate, participate in the selection of staff working on their own projects, take on some specific responsibilities within the School and become involved in University governance (e.g. hearing complaints from research students, representing the School on faculty committees).
- Actively take on administrative duties and participate fully in the daily working life of the School, behaving as a role model for others.
- Contribute (consonant with the terms of their funding) to the teaching of the School (e.g. giving lectures in their specialty, supervising final year undergraduate projects and doctoral students, taking small group classes, participating in short course teaching or workshops to update professionals).
- Play an active part in research networks, develop contacts with external bodies including funding bodies, and actively seek out and develop opportunities for interdisciplinary research.
- Referee grant proposals for external bodies.
- Present at conferences.
- Contribute effectively to School meetings.
- Contribute effectively to the development of activities to achieve engagement with research, and/or impact beyond academia.
- Successfully take, where appropriate, a leading role in developing entrepreneurial or collaborative links either with external organisations or with in-house companies.

## Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<ul style="list-style-type: none"> <li>• A relevant postgraduate research degree</li> <li>• in-depth subject knowledge in their areas of scholarship with well-developed technical and methodological skills</li> <li>• Strong publication record for the discipline, showing evidence of work of national quality.</li> </ul>	
<i>Skills and Knowledge</i>	<ul style="list-style-type: none"> <li>• Experience in designing and delivering research projects.</li> </ul>	
<i>Personal Attributes</i>	<ul style="list-style-type: none"> <li>• Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies appropriate to their area of scholarship.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to provide effective leadership to small research teams.</li><li>• Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff, and supervising the work of research students and/or final year undergraduate projects.</li><li>• Potential to mentor less experienced research staff successfully</li></ul>	
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## **Senior Research Fellow Grade 9**

### **Role Summary**

Role holders at this level will have extensive experience in research and research management. They will normally be Principal Investigators, leading collaborative research bids and research teams or driving forward innovative research themselves. They will be involved in scholastic projects (e.g. editing journals and academic books), and be making a significant leadership and/or management contribution within their school or the wider University, and be participating in national/international academic networks and conferences.

They may be transferring their knowledge through some teaching and/or supervision to undergraduate or graduate students (consonant with the terms of their funding). Role holders at this level will be independent researchers and will have an established national reputation within their academic discipline generally and research field in particular.

They will have direct line management responsibility for some research staff, and often some technical/professional services staff. They will play an active part in their national discipline groups and possibly in the operation of the appropriate Research Council(s) or other funding bodies.

### **Role Responsibilities**

- Independently and proactively identify research projects to be carried out individually or with collaborative partners.
- Take responsibility, either individually or in collaboration with others, for preparing bids for research funding.
- Contribute to the development of research strategies within the School/Centre.
- Oversee and manage research projects, providing leadership, resolving disagreements within the team, and taking responsibility for their overall success.
- Take a leading role in the international dissemination of research findings, taking primary responsibility for the writing up of research for publication and exploring opportunities to demonstrate the impact of your research.
- Be lead author of publications that are of international quality.
- Help to create networks of researchers and opportunities for less experienced colleagues, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing the development of their careers.
- Take an active role within specialist networks outside the University and contribute their expertise to the wider academic community.
- Actively participate in the development of the School's research strategy, making a significant contribution to its research reputation and income.
- Develop effective activities to achieve engagement with research, and/or impact beyond academia.

- Where appropriate, take a leading role in developing entrepreneurial or collaborative links either with external organisations or with in-house companies.
- Consistently act as a good citizen, actively taking on administrative duties and participating fully in the daily working life of the School, behaving as a role model for others.
- Operate as a role model and contribute to the professional development of other staff.
- Contribute effectively to School planning and development processes, including decisions on resource application.
- Take on and deliver specific leadership roles within the School or Faculty.
- Be knowledgeable about, and play a part in, wider University structures beyond the School (e.g. on faculty committees, membership of Senate).
- Effectively represent the School in external relations as required.
- Participate, as appropriate, as a subject expert in consultancy and advisory arrangements, and/or legal proceedings.
- May undertake some teaching relevant to their specialism.

### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<ul style="list-style-type: none"> <li>• A relevant postgraduate research degree</li> <li>• Extensive experience of successfully initiating, designing and implementing research projects.</li> <li>• Extensive specialist knowledge in their areas of scholarship</li> <li>• Nationally recognised authority in subject area</li> <li>• Be lead author of publications that are of international quality. An international reputation for the quality of their research work with evidence of a clear upwards trajectory.</li> <li>• Evidence of their effective support for less experienced researchers (e.g. through mentoring, group leadership, providing</li> </ul>	

	<p>encouragement to others within an area of research).</p> <ul style="list-style-type: none"> <li>• Collaborations with scholars outside the School and University.</li> </ul>	
<i>Skills and Knowledge</i>	<ul style="list-style-type: none"> <li>• Experience in designing and delivering research projects.</li> </ul>	
<i>Personal Attributes</i>	<ul style="list-style-type: none"> <li>• Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies appropriate to their area of scholarship.</li> <li>• Ability to provide effective leadership research teams.</li> <li>• Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff, and supervising the work of research students and final year undergraduate projects.</li> <li>• Experience of developing/mentoring less experienced research staff successfully</li> </ul>	

## **Professorial Research Fellow Grade 10**

### **Role Summary**

Role holders at this level will have evidence of outstanding, distinguished contribution to the discipline through publications, creative work and other appropriate forms of scholarship along with substantial experience of research leadership and related management/administration. Their expertise will be widely recognised within the academic community internationally and they will have made recognised and significant contributions to the developing knowledge and understanding of their research area.

Professorial Research Fellows will have responsibilities for the creation, initiation, development and overall management of significant research programmes and be seen as leading figures in their field, and on a par with Academic colleagues at Professorial level. This role will typically require significant leadership or management contributions, usually within the School but sometimes in the University more widely.

Professorial Research Fellows will be line managed by the Head of School and will relate to academic staff within the School and beyond on a regular basis. They will have significant contacts with senior members of the Faculty and/or University, both academic and professional services and will work closely with external research bodies.

Professorial Research Fellows will represent the University externally, to government agencies, research funders, and industrial partners.

### **Role Responsibilities**

- Plan and lead the successful implementation of research activities and programmes of international repute in their subject area ensuring that outputs meet School and/or Faculty expectations for quality and quantity.
- Manage effectively the teams of people, and the other resources, needed to deliver the research plan.
- Lead major funding bids, which successfully develop and sustain research support for their research area.
- Advance the reputation of the School and University in the research area.
- Provide effective intellectual leadership in acquiring, analysing and interpreting research data, using techniques, models and methods selected, developed, refined or devised for the purpose.
- Publish research results making international impact through the successful dissemination of their work.
- Provide expert advice, mentoring, motivation and support on research issues for other academic staff within the School.
- Participate actively in the development of the School's research strategy, both specifically in the area of their expertise and more generally.
- Lead successful research and collaborative partnerships with other educational institutions or other relevant bodies.

- Contribute effectively to School/Faculty/University committees and working groups.
- Take positions of responsibility within the School/Faculty/University.
- Lead significant initiatives to achieve engagement with research, and/or impact beyond academia.
- May undertake some teaching relevant to their specialism.

### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<ul style="list-style-type: none"> <li>• A relevant postgraduate research degree.</li> <li>• Extensive experience of successfully initiating, designing and implementing research projects.</li> <li>• Extensive specialist knowledge in their areas of research.</li> <li>• Internationally recognised authority in subject area.</li> <li>• Lead author of publications that are of international quality.</li> <li>• Possession of a world class reputation for the quality and significance of their research work.</li> </ul>	
<i>Skills and Knowledge</i>	<ul style="list-style-type: none"> <li>• Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies.</li> <li>• Ability to provide effective leadership of research teams.</li> <li>• Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of</li> </ul>	

	<p>other staff, and supervising the work of research students.</p> <ul style="list-style-type: none"> <li>• Depth and breadth of knowledge in their academic discipline, which supports the development of new knowledge and understanding in that field.</li> <li>• Experience of managing research funding or other resources (as appropriate for the discipline).</li> <li>• Knowledge of University policies and procedures and of the issues in the higher education, research and political context.</li> </ul>	
<p><i>Personal Attributes</i></p>	<ul style="list-style-type: none"> <li>• Ability to act as a professional role model to other academic staff, in relation to research and/or management activity.</li> <li>• Ability to effectively lead and motivate people.</li> </ul>	