

JOB DESCRIPTION

Job Title: Research Fellow in the Institute for Lifecourse Development

Grade: AC2

Department: Institute for Lifecourse Development (ILD)

Responsible to: Director of the Institute for Lifecourse Development

Responsible for: N/A

Key Contacts: ILD Deputy Director, Centre Leads and Practice Leads, FEHHS Associate Heads of School R&KE

Standard Occupational Classification (SoC code): 2119

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The main purpose of the role is to conduct independent high-quality research and enterprise in the Institute for Lifecourse Development (ILD). The person appointed will be expected to:

- Engage in independent research and enterprise in the ILD centres, and in so doing contribute to the research profile of the Institute for Lifecourse Development and to the REF submission for the relevant units of assessment.
- Contribute to the delivery of some high quality, innovative and effective education and training in the specialist areas of research and enterprise.
- Contribute to the effective operation of the research group and any associated facilities

KEY ACCOUNTABILITIES

Team Specific:

- Engage in independent subject specific research leading to the publication and/or dissemination of original work
- Contribute to the research profile of the academic unit and to the REF submission for the relevant units of assessment
- Provide leadership and scientific direction of individual work packages within larger research and enterprise projects under the

leadership of an overall Principal Investigator or internally funded or small externally funded research and enterprise projects.

- To contribute to the development of funding bids which contribute to the acquisition of internal and external resources to fund research and/or enterprise
- Disseminate research and enterprise findings at national conferences and symposia.
- Engage with the national or regional public/cultural sectors/business, industry/professional bodies in relation to research or enterprise
- Participate in the supervision of PGR students
- Contribute to the delivery of some high quality, innovative and effective education and training in specialist areas of research and enterprise,
- Supervise undergraduate and masters research projects that contribute to the programme of work of the Research Fellow.
- Proactive contribution to research group/department/school plans, activities and efficient working practices
- Promote your work and represent your discipline and the work of the University internally and externally.
- Contribute to the continuous improvement of the student experience
- Effective cross working with Professional Services to support students
- Contribute to relationship management and engagement with key national or regional public/cultural sectors/business, industry/professional bodies in relation to research and/or enterprise
- Supervise of undergraduate and postgraduate students
- Contribute to the general academic administrative work of the Department/School and Faculty.

Generic:

- Assist the Centres of the Institute for Lifecourse Development in achieving the Department/School's KPIs
- Contribute to department/school plans, activities and efficient working practices
- Participate, as appropriate, in visit to schools, local community groups, public engagements and related activity
- Demonstrate a commitment to equality, diversity and inclusion through engagement with university initiatives
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

Managing Self:

- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities

- Behave in a manner which reflects the University values and creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction
- Seek to maximise the learning outcomes of students (as appropriate)

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the ILD delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of Department/School as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- Senior Faculty Management Team, Institute for Lifecourse Development, Centre Leads and colleagues
- Greenwich Research and Innovation Staff
- External collaborators
- Key partners and stakeholders

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Independent subject specific research leading to the publication of original work in peer reviewed publications.
- Experience in providing scientific direction to research work typically under the overall supervision of a principal investigator.
- Specialist knowledge in the discipline to support the research area and to deliver some specialist teaching or training programmes.
- Awareness or experience of winning external funding or supporting winning of external funding.
- Dissemination of research and/or enterprise findings at conferences or symposia
- Student care and pastoral provision.

Desirable Criteria

- Supervision of student research activities.
- Supervision of postgraduate research students Student care and pastoral provision
- Engagement with national or regional public/cultural sectors/business/industry/professional bodies in respect of research.

SKILLS:

Essential Criteria

- Specialist research skills appropriate to the appointment.
- Ability to both work independently and (where appropriate) as part of a team
- Effective communication skills (including external audiences)
- Outstanding organisational, IT communication and interpersonal skills

Desirable Criteria

- Use of participatory, creative and/or innovative research methods

QUALIFICATIONS:

Essential Criteria

PhD or nearing completion of a PhD in Social Sciences, Health, Human Sciences or Humanities that is relevant to workforce development and/or chronic illness and ageing.

Desirable Criteria

- None

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- None