

## JOB DESCRIPTION

<b>Job Title:</b>	Research Fellow (x4 Post)	<b>Grade:</b>	AC1
<b>Department:</b>	Faculty of Education and Health	<b>Date of Job Evaluation:</b>	Dec 2017
<b>Role reports to:</b>	Research Group Lead or Principal Investigator		
<b>Direct Reports</b>	Faculty Director of Research and Enterprise		
<b>Other Key contacts:</b>	<ul style="list-style-type: none"> <li>• Faculty Pro Vice Chancellor</li> <li>• Faculty Enterprise Development Manager</li> <li>• Faculty Research Development Officer</li> <li>• Heads of Department</li> <li>• Staff in the Faculty of Education and Health</li> </ul>		
<p>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.</p>			

### **PURPOSE OF ROLE:**

- To support research activity for which appointment has been made
- To support staff in the faculty and the development of research and enterprise
- To manage events and other activities related to the role

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Work with other staff to develop research and enterprise as evidenced by publications and bids
- Manage existing activities in order to successfully achieve research aims
- Work effectively within a team environment
- Support the preparation and dissemination of research and enterprise findings
- Liaise with external and internal contacts to develop collaborations for research proposals and projects
- Assist in the preparation of proposals for external funding

#### **Generic Responsibilities**

- Represent the University at project meetings
- Take part in Faculty activities

#### **Managing Self**

- Be familiar with key literature and be able to identify literature in areas that are less familiar
- Work independently to achieve deadlines
- Regularly communicate progress to identified parties

#### **Core Requirements**

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations

- 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.

**Additional Requirements:**

- Travel to partner institutions for project meetings, as well as national/international conferences
- Membership of the University of Greenwich Early Career Research Initiative (if relevant)
- Undertake such other duties as may reasonably be requested
- The successful applicant will be required to undertake a DBS check. The University will arrange this.

**KEY PERFORMANCE INDICATORS:**

- Meet project deadlines, such as data preparation and analysis, publications, presentations, research meetings etc., within agreed timelines and targets
  - Where required within appointment increase number and quality of publications with staff in the relevant research group
  - Where required within appointment increase applications for external funding from the relevant research group
  - Publication of research findings in international peer-reviewed journals
  - Write and submit external bids with members of staff
- Work effectively with partner organisation's to produce research outputs

**KEY RELATIONSHIPS (Internal & External):**

- Faculty Director of Research and Enterprise
- Faculty Enterprise Development Manager
- Faculty Research Development Officer
- Heads of Department
- Staff in the Faculty of Education and Health

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Evidence of writing for publication in high quality journals</li> <li>• Demonstrable experience of coordinating and managing research and enterprise</li> <li>• Demonstrable experience in research methods and data analysis</li> <li>• Experience writing bids for external funding</li> <li>• Experience of supporting others to develop research and enterprise capacity</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively within a team in order to keep all parties up to date with project developments</li> <li>• Excellent qualitative research skills including data analysis and reporting</li> <li>• Good qualitative research skills</li> <li>• Ability to communicate research findings to academics and non-academics.</li> <li>• Ability to liaise with external parties to develop research collaborations</li> <li>• Ability to work under pressure, to tight research deadlines</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Good first degree in cognate discipline</li> <li>• PhD in cognate discipline (or very near completion)</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Organisation of dissemination activities, such as research meetings and seminars.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• MSc in research methods in cognate discipline</li> <li>• Project management training and/or qualification</li> </ul>

**September 2017**