

JOB DESCRIPTION

Job Title:	HEIF Research Fellow (0.6 fte)	Grade:	AC2
Department:	Faculty of Education and Health	Date of Job Evaluation:	
Role reports to:	Professor Pam Maras, Director of Research and Enterprise		
Direct Reports	James Lambert, Enterprise Development Manager		
Indirect Reports: Other Key contacts:	<ul style="list-style-type: none"> • Charlton Athletic Community Trust and other partners • Faculty Business Development Manager • Heads of Department • Staff in the Faculty of Education and Health • Department HEIF leads 		

PURPOSE OF ROLE:

- To support the development of research and enterprise in the faculty through the departments and the faculty HEIF plan
- To liaise with external partners in the voluntary and statutory sectors
- To manage events and other activities related to the role
- To oversees student workers support of HEIF activities
- To carry out administration associated with HEIF

KEY ACCOUNTABILITIES:

Team Specific:

- Work with academic staff to develop research and enterprise as evidenced by publications and bids
- Manage existing activities in order to successfully achieve research aims
- Monitor funding and ensure that outputs are completed to deadline
- Coordinate (where relevant) with members of the faculty, including organisation of regular project meetings in order to ensure projects are run efficiently
- Work effectively within a team environment
- Support the preparation and dissemination of research and enterprise findings
- Disseminate findings to researchers and practitioners in the field
- Development and support of impact plans arising out of faculty research
- Liaise with the faculty web author to inform the wider community about research findings and practical implications
- Liaise with external and internal contacts to develop collaborations for research proposals and projects
- Assist in the preparation of proposals for external funding

Generic:

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

Managing Self

- Be familiar with key literature in own area of expertise 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:

- Effectively manage and run events associated with the HEIF bid
- Meet project deadlines, including deadlines for data preparation and analysis, publications, presentations, bimonthly research meetings etc., within agreed timelines and targets
- Development of and familiarity with relevant literature
- Publication of research findings in international peer-reviewed journals
- Write and submit external bids
- Production of research and enterprise report updates every quarter
- Work effectively with partner organisation's to produce research outputs

KEY RELATIONSHIPS (Internal & External):

- Charlton Athletic Community Trust and other partners
- Staff in the Faculty of Education and Health
- Heads of Department
- Department HEIF leads

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Evidence of liaising with external partners • Evidence of writing for publication in high quality journals 	Experience <ul style="list-style-type: none"> • Supporting staff to develop research and enterprise capacity

- Demonstrable experience of coordinating and managing research and enterprise
- Demonstrable experience in research methods
- Experience writing bids for external funding.
- Experience in tracking research budgets.

Skills

- Project management
- Ability to communicate effectively within a team in order to keep all parties up to date with project developments
- Ability to communicate research findings to academics and non-academics.
- Ability to liaise with external parties to develop research collaborations
- Ability to work under pressure, to tight research deadlines

Qualifications

- Good first degree in a health, education, psychology, social sciences or cognate discipline
- PhD in health, education, psychology, social sciences or cognate discipline

Skills

- Organisation of dissemination activities, such as research meetings and seminars.

Qualifications

- MSc in research methods
- Project management training and/or qualification