

JOB DESCRIPTION

Job Title:	Research Fellow	Grade:	AC1
Department:	International Business & Economics	Date of Job Evaluation:	February 2018
Role reports to:	Director, Centre for Business Network Analysis		
Direct Reports	None		
Indirect Reports:	Head of Department		
Other Key contacts:	Faculty Business Development Manager, Members of the Centre for Business Network Analysis		
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 primary purpose of this job is to support the development of the *Centre for Business Network Analysis* through literature searches and contributing to the preparation of external funding bids.

Main duties

The post-holder will be responsible for drafting literature reviews and drafting external funding bids. This will be under the guidance of the director of the CBNA research group, and other members of the group. The post-holder will also carry out other ad-hoc duties related to the group's activities, including involvement with editing and maintaining website content, and information gathering around relevant topics.

KEY ACCOUNTABILITIES:

Team Specific:

- Undertake literature searches in support of potential funding bids;
- Draft funding applications
- Contribute to organisation of research projects
- Undertake other duties as deemed necessary by the Director of the CBNA

Generic:

- Work co-operatively with other Centre members
- Work to deadlines and project schedules
- Where necessary attend meetings

School and University Systems

To efficiently implement approved policies, guidelines and standard operating procedures in relation to their duties.

Managing Self

Maintain a professional presentation of self at all times through effective communication skills, good time management and caring attitude to students. Ability to work effectively and deliver under pressure.

Core Requirements

- Commitment to key strategic priorities of the Business Faculty and University
- Mobility within the SE London area and North/North East Kent, as the Faculty may offer continuous professional development courses at other University Campuses and/or on an in-company basis
- Adhere to and promote the University's policies on Equality and Diversity 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.

Additional Requirements:

KEY PERFORMANCE INDICATORS:

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

KEY RELATIONSHIPS (Internal & External):

Director of CBNA
Other members of CBNA
Members of the faculty support staff teams

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none">• Practical experience of quantitative research.• Experience of working within a team environment.	Experience <ul style="list-style-type: none">• Writing external funding applications• Winning external funding

<p>Skills</p> <ul style="list-style-type: none"> • Ability to work with minimum supervision. • Ability to manage own research and meet deadlines • Excellent oral and written communication skills. • Computer literacy e.g. MS Office, Statistical analysis software, etc. <p>Qualifications</p> <ul style="list-style-type: none"> • Masters Degree in social sciences • PhD or near completion <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Skills</p> <ul style="list-style-type: none"> • Social network analysis <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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Signature(s)