

JOB DESCRIPTION

Job Title:	Research Fellow	Grade:	AC2
Department/School:	Faculty of Business Centre for Research on Employment and Work (CREW)	Date of Job Evaluation:	Nov 2018
Role reports to:	Senior Lecturer in HR&OB		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Faculty management (PVC, Faculty Director of Research and Enterprise); Central support structures (GRE).		
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:

To main purpose of the role is to conduct independent high quality research and enterprise in their specific area of expertise, that having been identified in the recruitment process ("subject"). The person appointed will be expected to:

- Engage in independent research and enterprise in the subject area and in so doing contribute to the research profile of the Department/School and to the 2021 REF submission of the Centre for Research on Employment and Work (CREW).
- 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 of the Centre for Research on Employment and Work (CREW).
- 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 Centre for Research on Employment and Work (CREW) 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 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:

Any other duties commensurate with the post and grade as agreed with the Head of Department/School and the PVC of the Faculty.

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):

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> 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 	Experience <ul style="list-style-type: none"> Supervision of student research activities. Supervision of postgraduate research students. Engagement with national or regional public/cultural sectors/business/industry/professional bodies in respect of research
Skills <ul style="list-style-type: none"> 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 	Skills <ul style="list-style-type: none"> N/A
Qualifications <ul style="list-style-type: none"> PhD in related field 	Qualifications <ul style="list-style-type: none"> N/A
Personal attributes <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 	Personal attributes <ul style="list-style-type: none"> N/A