

JOB DESCRIPTION

Job Title:	POSTDOCTORAL RESEARCH FELLOW IN ORGANIC CHEMISTRY	Grade:	AC1
Department:	School of Science	Date of Job Evaluation:	March 2019
Role reports to:	Head of Science		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	None		
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 conduct high quality research on a number of projects and to help lead the Dobbs research Group.

- Applicants should have (or be about to obtain) a PhD in organic chemistry.
- Experience in synthesis, organometallic chemistry and photochemistry would be advantageous
- The appointee will be expected to give oral presentations on their work, help lead research group meetings, write reports and draft publications, and relevant communication skills are required
- In addition to their research, the appointee will be expected to take some responsibility for the supervision and training of postgraduate and undergraduate research students and the day-to-day running of the laboratory
- To give a limited number of undergraduate lectures and seminars
- Develop their own independent research activities and to apply for external funding
- Engage in research and professional practice across the subject area and contribute to the research profile of the School and potentially to the REF submission
- The post is initially for 12 months with the opportunity to extend for a further 12 months, subject to satisfactory performance

KEY ACCOUNTABILITIES:

Team Specific:

- Work proactively on specific research topics aligned to those of the research group, of your own interests and of the School's research interests

- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work
- Contribute to the research profile of the academic unit and, for suitably qualified candidates, to the REF submission of the Medicinal and Pharmaceutical Research Group
- To contribute to the development of funding bids which contribute to the acquisition of internal and external resources to fund research, enterprise or teaching projects
- Maintain effective, high quality and productive working relationships with professional bodies and employers
- Supervision of undergraduate and postgraduate students
- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives within chemistry, including inclusive approaches to setting and marking assessment
- Contribute to the personal and academic tutoring of undergraduates
- Contribute to the general academic administrative work of the School of Science

Generic:

- Assist the staff within Science in achieving the School's KPIs
- Contribute to School's plans, activities and efficient working practices
- Participate in visits to schools, local community groups, public engagements and related activity
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or 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

- Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy
- 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

Core Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security
- 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:

- Any other duties commensurate with the post and grade as agreed with the PVC and Head of School

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of School (or nominated Deputy) as part of the post-holder's annual Appraisal and Professional Development Review

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

- Reporting to Professor Adrian Dobbs and the PVC

External

- Professional scientific bodies and across the chemistry academic community

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience in organic chemistry • Strong background in organic synthesis • Spectroscopic characterisation <p>Skills</p> <ul style="list-style-type: none"> • Ability to work independently and in a diverse team. • Outstanding organisational, IT communication and interpersonal skills <p>Qualifications</p> <ul style="list-style-type: none"> • PhD in organic chemistry. <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the <u>values</u> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Experience in flow chemistry • Experience in photochemistry • Delivery of teaching materials at undergraduate level. • High quality publications • Initiating writing research bids • Initiating writing research papers • Student care and pastoral provision <p>Skills</p> <ul style="list-style-type: none"> • Individual and /or collaborative income generation • Application for research funding and other bids <p>Qualifications</p> <ul style="list-style-type: none"> • Teaching qualification • Membership of Royal society of Chemistry <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A