

# **Indicative Job Descriptors for Research Staff**

## **Research Associate Grade 6**

### **Role Summary**

Role holders at this level will be working under supervision/direction from a more experienced PI, who will ultimately be responsible for the project. They will draw on their experience of postgraduate research or equivalent work experience to conduct studies which contribute to the research work of others. This may typically be a training grade or first post-graduate research appointment.

They will generally be involved in data generation and/or collection and interpretation using standard and well-defined methods developed by others, or developed by them with support/direction from an experienced colleague.

Role holders will be provided with academic and pastoral support (including guidance on realistic career opportunities) within the School and training will be available designed to develop their competencies and ability to take on a wider range of responsibilities.

### **Role Responsibilities**

- Contribute effectively to the research programme of the School under the guidance of a more experienced academic PI.
- Use their initiative and creativity to analyse and interpret research data and draw conclusions on the outcomes.
- Co-ordinate their own work with that of others, deal with problems which may affect the achievement of research objectives and contribute to the planning of the project(s).
- Present information on research progress and outcomes to groups overseeing the research project and in wider School-based fora such as research seminars.

- Write up results from their own research activity and contribute to the research project's dissemination, in whatever form (report, papers, chapters, book, conference posters and presentations).
- Ensure that personal knowledge in relevant fields of study is kept up to date.
- May participate in activities to achieve engagement with research and/or impact beyond academia.
- Use research resources (including, where required, laboratories, workshops and specialist equipment) appropriately.
- May provide advice and demonstrate techniques to students in their discipline.
- May work with other researchers in a team and actively participate in the work of the team.
- Will liaise with research colleagues and support staff on day-to-day issues.
- May provide help and guidance as required to any support staff and/or research students assisting with the research.
- Will be starting to develop internal and external contacts with researchers in related areas of study, in order to assist the work of their research project(s).

## Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	Graduate level qualifications in relevant subject with subject knowledge in the relevant area and some research experience.	A relevant postgraduate research degree or equivalent professional qualification/experience or be working towards one.
<i>Skills and Knowledge</i>	<p>Demonstrable communication skills in English language.</p> <p>Good IT skills in Microsoft</p> <p>Excellent report writing and presentation skills.</p> <p>Good time management and organisational skills.</p> <p>Good interpersonal skills.</p> <p>Ability to interpret results gathered by others</p>	Advanced skills directly related to their research project

	<p>Well-developed analytical and practical skills in subject area</p> <p>Sufficient breadth and depth of specialist knowledge in the discipline to work within their own area.</p>	
<i>Personal Attributes</i>	<p>Ability to communicate complex information clearly, both orally and in writing</p> <p>Ability to work collaboratively with colleagues and students</p> <p>Ability to use initiative, and apply creativity, to solve problems that are encountered in the research context</p> <p>Ability to organise their own time and work, to meet deadlines, and manage competing priorities</p>	

## **Senior Research Associate Grade 7**

### **Role Summary**

Role holders at this level will be experienced professional researchers and subject specialists, drawing upon knowledge gained from postgraduate research and/or working within a Grade 6 RA role. They will be line managed by a more experienced member of the School, normally the Principal Investigator. Posts at this grade will differ from those at Grade 6 principally by the degree of responsibility involved and/or the amount of academic initiative expected. The work is likely to produce independent, original contributions to the subject area.

They will be associated with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will be expected to do some writing for dissemination as appropriate to the role. While working under supervision, they will also be expected to plan and manage own research activity in collaboration with others and take significant initiatives in their work, consulting with the Principal Investigator over the details of the project.

They may contribute to the School's teaching, through supervision of projects, overseeing practical classes, or taking small group tutorial classes. They may work within teams and should contribute to the academic life of the School through participation in research seminars and contribution to appropriate School meetings.

They will be provided with academic and pastoral support within the School (including guidance on realistic career opportunities) and training and development activities will be available. These will be designed to develop their competencies and ability to take on a wider range of responsibilities.

### **Role Responsibilities**

- Although working under the general guidance of a more experienced academic or Principal Investigator, they will contribute ideas, including enhancements to the technical or methodological aspects of the study, to the research project, thus providing substantial 'added value'.

- Determine and deploy appropriate methodologies for research, with advice and support.
- Assess research findings in relation to the need/scope for further investigations.
- Write up their own research work for publication, with appropriate support, in respected journals or equivalent and/or contribute as a team member to more significant/important publications.
- Present research findings, either at conferences or seminars appropriate to the discipline.
- Contribute to grant applications submitted by others, or as CO-I
- May (consonant with the terms of their funding) contribute to the teaching of students in the School, usually within their own field of expertise and knowledge of research methods.
- May be involved in the supervision, with guidance, of final year undergraduate/taught postgraduate research projects as well as the day-to-day supervision of PhD students.
- May be responsible for the supervision of Grade 6 Researchers, or technical staff.
- May (consonant with the terms of their funding) identify personal research objectives, develop a plan for personal research and initiate research that leads to the development of knowledge and theoretical understanding.
- Begin to write, with appropriate support, bids for individual research funding.
- May begin to referee for external bodies.
- Participate effectively in activities to achieve engagement with research, and/or impact beyond academia.
- Where the research topic permits, begin to develop entrepreneurial or collaborative links either with external organisations or with in-house companies.
- Where appropriate, and with support from RIN, register patents to protect intellectual property.
- Actively develop their own research network with researchers in other institutions, nationally and internationally.

- Communicate with users of, and communities relevant to, the research and, as appropriate, the subjects of their research.

For career development purposes, before considering promotion to Grade 8, a fully competent researcher at Grade 7 is likely to be able to demonstrate the following:

- ability to make original and independent contributions to research projects;
- ability to provide services to clients across a wide range of application areas if appropriate;
- ability to organise and supervise a project team, if appropriate;
- ability to provide advice to colleagues in the research specialism;
- ability to prepare proposals and negotiate contracts with little supervision, where relevant/appropriate to the subject area;
- effective participation in policy matters related to own research setting - ability to communicate effectively the results of his/her own research to both specialists and non-specialists.

#### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<p>A relevant postgraduate research degree or equivalent professional experience in the research area</p> <p>Proven post-graduate knowledge of the discipline</p> <p>Significant previous experience of independent research</p> <p>Presentations at conferences and some publications in respected journals or equivalent in the field</p>	<p>A relevant postgraduate research degree or equivalent professional qualification/experience.</p>

<p><i>Skills and Knowledge</i></p>	<p>Demonstrable communication skills in English language.</p> <p>Good IT skills in Microsoft.</p> <p>Excellent report writing and presentation skills.</p> <p>Good time management and organisational skills.</p> <p>Good interpersonal skills.</p> <p>Initiative in planning research</p> <p>Detailed subject knowledge in the research area.</p> <p>Specialist knowledge and practical skills capable of leading to independent, original contributions to the subject area.</p> <p>High-level analytical skills.</p> <p>Full awareness of the ethical issues involved in the research.</p>	<p>Advanced skills directly related to their research project</p>
<p><i>Personal Attributes</i></p>	<p>Ability to communicate complex information clearly, both orally and in writing.</p> <p>Ability to stimulate and encourage the commitment to learn in others.</p> <p>Ability to use initiative, and apply creativity, to solve problems that are encountered in the teaching and/or research context.</p> <p>Ability to work collaboratively with colleagues and students.</p> <p>Ability to organise their own time and work, to meet deadlines, and manage competing priorities.</p>	

## **Research Fellow Grade 8**

### **Role Summary**

Role holders at this level will have substantial experience of research. They will initiate and take responsibility for some research projects and may themselves be Principal Investigators. They will be involved in administration relevant to their projects (e.g. helping to prepare bids for research funding), managing, and training, mentoring and supporting other researchers and monitoring research budgets.

They will be expected to undertake research individually and/or collectively and to advance the state of knowledge and understanding within their particular area of expertise. They will be publishing regularly in high quality outlets. They are likely to provide some teaching support for the School (consonant with the terms of their funding).

They will be expected to be establishing an emerging reputation within their particular research field and academic discipline and be developing and demonstrating intellectual independence.

The principal distinctions from Grade 7 to Grade 8 are likely to be an emerging external reputation for research at a national and perhaps international level, and the ability to negotiate and attract funding, alone or within teams, as appropriate to the discipline

### **Role Responsibilities**

- May supervise research associates and/or senior research associates and will help to co-ordinate the research projects within the School.
- May be an external examiner for research students and are likely to interact with their own students' external examiners.
- Likely to operate across the Faculty (or cognate Faculties) to help build strong interdisciplinary research alongside other academic staff.
- Contribute to research objectives and potential funding sources, and write bids for funding.



- Play a leading role in research teams to which they belong, including progressively larger and/or more complex projects, or as an individual researcher in their specific research area.
- Play a major part in the successful dissemination of their (or the team's) research findings, presenting at conferences and contributing substantially to publications.
- Produce publications of at least national quality and with some evidence of potential international quality, as appropriate to the discipline.
- Ensure intellectual rigor and adherence to ethical standards in the projects for which they are responsible.
- Help colleagues to interpret data, to manage competing priorities, and to develop their own research skills.
- Ensure that knowledge and methodological/technical skills in their own, and related, areas of scholarship are extended and inform research activities.
- Monitor and, where appropriate, manage research resources (e.g. time, materials, finance, laboratory space, equipment) effectively.
- May play an effective leadership role in mentoring early career colleagues and co-ordinating the work of research and other staff.
- May effectively supervise research students to graduation, and take responsibility for their training.
- May, where appropriate, participate in the selection of staff working on their own projects, take on some specific management responsibilities within the School and become involved in University governance (e.g. hearing complaints from research students, representing the School on Faculty committees).
- Actively engage in the daily working life of the School, behaving as a role model for others.
- Contribute (consonant with the terms of their funding) to the teaching of the School (e.g. giving lectures in their specialist area, supervising final-year undergraduate projects and doctoral students, taking small group classes, participating in short course teaching or workshops to update professionals).
- Play an active part in research networks, develop contacts with external bodies including funding bodies, and actively seek out and develop opportunities for interdisciplinary research.

- Referee grant proposals for external bodies.
- Present at leading /international conferences and invited talks.
- Contribute to School meetings.
- Contribute to the development of activities to achieve engagement with research, and/or impact beyond academia.
- Takes a leading role in developing entrepreneurial or collaborative links either with external organisations or with in-house companies, where appropriate.

## Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<p>A relevant postgraduate research degree or equivalent professional qualification/experience</p> <p>In-depth subject knowledge in their areas of scholarship with well-developed technical and methodological skills</p> <p>Strong publication record for the discipline, showing evidence of work of national quality.</p>	
<i>Skills and Knowledge</i>	Experience in designing and delivering research projects.	
<i>Personal Attributes</i>	<p>Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies appropriate to their area of scholarship.</p> <p>Ability to provide effective leadership to small research teams.</p> <p>Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff, and supervising the work of research students</p>	

	<p>and/or final year undergraduate projects.</p> <p>Potential to mentor less experienced research staff successfully</p>	
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## **Senior Research Fellow Grade 9**

### **Role Summary**

Role holders at this level will have extensive experience in research and research management. They will normally be Principal Investigators, leading collaborative research bids and research teams or driving forward innovative research themselves. They may be involved in scholastic projects (e.g. editing journals and academic books), and/or be making a significant leadership and/or management contribution within their school or the wider University, and be participating in national/international academic networks and conferences.

Role holders at this level will be independent researchers and will have an international or established national reputation within their academic discipline generally and research field in particular combined with the proven ability to manage large-scale projects.

They may have direct line management responsibility for research staff, and often some technical/professional services staff. They will play an active part in their national discipline groups and possibly in the operation of the appropriate Research Council(s) or other funding bodies.

### **Role Responsibilities**

- Proactively identify research projects to be carried out individually or with collaborative partners.
- Take responsibility, either individually or in collaboration with others, for preparing bids for research funding.
- Contribute to the development of research strategies within the School/Centre.
- Oversee and manage research projects, providing leadership, resolving disagreements, and taking responsibility for their overall success.
- Take a leading role in the international dissemination of research findings, taking primary responsibility for the writing up of research for publication and exploring opportunities to demonstrate research impact.
- Be lead author of publications of international quality.

- Help to create networks of researchers and opportunities for less experienced colleagues, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing the development of their careers.
- Take an active role within specialist networks outside the University and share their expertise with the wider academic community.
- Actively participate in the development of the School's research strategy, making a significant contribution to its research reputation and income.
- Where appropriate, take a leading role in developing entrepreneurial or collaborative links either with external organisations or with in-house companies.
- Take on administrative duties and participating fully in the daily working life of the School, behaving as a role model for others.
- Contribute to the professional development of other staff.
- Contribute to School planning and development processes.
- Take on and deliver leadership roles within the School or Faculty (consonant with the terms of the funding).
- Be knowledgeable about, and play a part in, wider University structures beyond the School (e.g. on Faculty committees, Senior Adviser, Research Director).
- Effectively represent the School in external relations as required.
- Participate, as appropriate, as a subject expert in consultancy and advisory arrangements, and/or legal proceedings.
- Are likely to sit on national grant awarding bodies or research committees.
- May undertake some teaching relevant to their specialism.

### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<p>A relevant postgraduate research degree</p> <p>Extensive experience of successfully initiating, designing and implementing research projects.</p> <p>Extensive specialist knowledge in their areas of scholarship</p>	

	<p>Nationally recognised authority in subject area</p> <p>Lead author of publications that are of international quality. An international reputation for the quality of their research with clear evidence of progress.</p> <p>Evidence of their effective support for less experienced researchers (e.g. through mentoring, group leadership, providing encouragement to others in their research area).</p> <p>Collaborations with scholars outside the School and University.</p>	
<i>Skills and Knowledge</i>	Experience in designing and delivering research projects successfully.	
<i>Personal Attributes</i>	<p>Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies appropriate to their area of scholarship.</p> <p>Ability to provide effective leadership to research teams.</p> <p>Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff, and supervising the work of research students and final year undergraduate projects.</p> <p>Experience of successfully developing/mentoring less experienced research staff.</p>	

## **Professorial Research Fellow Grade 10**

### **Role Summary**

Role holders at this level will have evidence of their outstanding, distinguished contribution to the discipline through publications, creative work and other appropriate forms of scholarship along with substantial experience of research leadership and related management/administration. Their expertise will be widely recognised within the academic community internationally and they will have made recognised and significant contributions to the developing knowledge and understanding of their research area. Possession of a world-class reputation and University-wide research management remit are likely.

Professorial Research Fellows will have responsibilities for the initiation, development and overall management of significant research programmes and be seen as leading figures in their field, and on a par with Academic colleagues at Professorial level. This role will typically require significant leadership or management contributions, usually within the School but sometimes in the University more widely (consonant with the terms of the funding).

Professorial Research Fellows and will be in contact with academic staff within the School and beyond on a regular basis. They will have significant contacts with senior members of the Faculty and/or University, both academic and professional services and will represent the University with external research bodies such as government agencies, research funders, and industrial partners.

### **Role Responsibilities**

- Plan and lead the successful implementation of research activities and programmes of international repute in their subject area ensuring that outputs meet School and/or Faculty expectations.
- Manage effectively the teams and other resources needed to deliver their approved research plan.
- Lead major funding bids, which successfully develop and sustain research support for their research area.
- Advance the reputation of the School and University in their research area.

- Provide effective intellectual leadership in acquiring, analysing and interpreting research data, using techniques, models and methods selected, developed, refined or devised for this purpose.
- Publish research results making international impact.
- Provide expert advice, mentoring, motivation and support on research issues for other academic staff within the School.
- Participate actively in the development of the School's research strategy, specifically in the area of their expertise and/or more generally.
- Lead successful research/collaborative partnerships with other educational institutions or other relevant bodies.
- Contribute effectively to School/Faculty/University committees and/or working groups.
- Take positions of responsibility within the School/Faculty/University.
- Lead significant initiatives to achieve engagement with research, and/or impact beyond academia.
- Membership of international research committees and policy making bodies
- Undertaking teaching relevant to their specialism, where appropriate.

### Person Specification

Criteria	Essential	Desirable
<i>Education, Experience and Achievements</i>	<p>A relevant postgraduate research degree.</p> <p>Extensive experience of successfully initiating, designing and implementing research projects.</p> <p>Extensive specialist knowledge in their areas of research.</p> <p>Internationally recognised authority in subject area.</p> <p>Lead author of publications that are of international quality.</p> <p>Possession of a world class reputation for the quality and significance of their research work.</p>	



<p><i>Skills and Knowledge</i></p>	<p>Ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies.</p> <p>Ability to provide effective leadership of research teams.</p> <p>Ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff, and supervising the work of research students.</p> <p>Depth and breadth of knowledge in their academic discipline, which supports the development of new knowledge and understanding in the field.</p> <p>Experience of managing research funding or other resources (as appropriate for the discipline).</p> <p>Knowledge of University policies and procedures and of the issues in the higher education, research and political context.</p>	
<p><i>Personal Attributes</i></p>	<p>Ability to act as a professional role model to other staff, in relation to research and/or management activity.</p> <p>Ability to lead and motivate colleagues effectively.</p>	