

Generic Role Profile

Research Associate

Role Purpose

The purpose of this role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to excellence in research will be as a member of a research team carrying out research at a similar level to that undertaken by lecturing staff and will provide substantial scope for academic judgement, originality, interpretation and presentation of results. The role holder will assist with grant administration and the writing of reports for funding bodies. Contribution to teaching will include assistance in the presentation of seminars and may include participation in the research group's teaching programme. The role holder will participate in the overall contribution of the department/faculty, as appropriate.

Appointment

Recruitment to a role at this level is determined only by personal merit and the application of criteria related to the duties of the role. Either, posts are advertised and an appointment made by open competition, or posts are filled by promotion from a role at the level of Research Assistant.

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University.

Promotion

Progression from one grade to another is not automatic and requires a positive recommendation from the department/faculty. Promotion to Senior Research Associate requires the approval of the relevant faculty board (or equivalent body) and the role holder must meet the criteria for a role at that level.

Main Responsibilities

1.	<p>Research and scholarship:</p> <ul style="list-style-type: none">• develop research objectives and proposals for own or joint research;• conduct individual and collaborative research projects;• write up research work for presentation and publication;• continually update knowledge and understanding in field or specialism;• translate knowledge of advances in the subject areas into research activity;• manage own research and administrative activities, with guidance if required.• assist in the preparation of proposals and applications to external bodies, e.g. for funding and contractual purposes;• communicate material of a specialist or highly technical nature.
2	<p>Teaching and learning support:</p> <ul style="list-style-type: none">• may assist in the supervision of student projects;• provide limited supervision/instruction to classes;• may assist in the development of student research skills;• may plan and deliver seminars relating to research area.
3	<p>Liaison and networking:</p> <ul style="list-style-type: none">• liaise with colleagues and students;• build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration.
4	<p>Planning and organising:</p> <ul style="list-style-type: none">• plan the use of research resources, laboratories and workshops as appropriate;• plan and manage own research activity in collaboration with others;• contribute to planning of joint research projects led by principal investigator.

Person Profile

Essential knowledge, skills and experience required for the role

Holds a PhD in a relevant specialist subject.

The role holder would possess some research experience with sufficient breadth/depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes.

Will continually update knowledge in the specialist area and engage in continuous professional development.

Experience of managing own workload

Key Contacts

<u>Key contact(s)</u>	<u>Purpose of contact</u>	<u>Frequency of contact</u>
Research supervisor/ principal investigator	Discuss research work	Weekly
Members of research group/other researchers in institution	Discuss research	Weekly
Undergraduate/postgraduate students	Supervision and teaching	Weekly
Academic and other research staff department/faculty	Discuss research and teaching	Weekly
Support staff	Using libraries, laboratories, computing provision; discuss grant applications	Weekly

Service Delivery

Reporting on research progress and outcomes to PI/sponsors.
Reviews/adjusts methodologies in response to feedback.

Decision Making

(i) Decisions taken by the role-holder without reference to others

Takes decisions in relation to research project(s) e.g. methodologies/technique to use for own research.

(ii) Decisions taken by the role-holder in collaboration with others

With colleagues in research team/PI on the direction of the research project(s)
Some purchasing decisions covering materials/equipment in common use.

(iii) Decisions taken by others following advice or input by the role-holder

Provides input to decisions on the ongoing management of the research programme/s.

Problem Solving

Use initiative and creativity to solve routine problems in relation to research projects, e.g. methodological, technical, financial problems.

Balance the pressure of research and administrative/other demands and competing deadlines.

Work Environment

Either

The role holder works in a stable environment such as an office, using standard equipment such as a personal computer

or

the role holder works in a laboratory/research environment using specialist technical equipment where consideration for the health and safety of themselves or others working in the area is an important requirement.

Teaching/Training

a) Team Development

Contributes to discussions as a member of the research team

Encourage others in a team - guides new starters, trains junior research staff /technical staff as appropriate.

b) Teaching and Learning Support

Provide guidance as required to support staff/students who may be involved with the research.

Some limited supervision of classes.

Contribute to introductory courses e.g. on use of research methods and equipment.

May provide a number of lectures on an introductory course.