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# JOB DESCRIPTION

**POST:** University Research Fellow

**REF:** TBC

**DEPARTMENT:** TBC

**GRADE:** 7

**REPORTING TO:** Pro Vice Chancellor Research and International

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

To contribute to research within the University by leading an independent programme of research, producing high-quality, impactful, research outputs, and supporting our research institutes and centres. In addition, contributing to the training and teaching of our academic staff and students.

# DUTIES AND RESPONSIBILITIES:

* Develop research objectives and proposals for own or joint research (with the assistance of a mentor, if required)
* Produce high quality research outputs.
* Conduct research with integrity and accountability such that the results obtained can be reproduced by others.
* Write reports and research articles for publication in leading national and international peer reviewed journals within the Research Exercise Framework.
* Adhere to any rules laid down by the funding body and/or University regarding confidentiality and intellectual properties issues relating to the project.
* Provide guidance and advice to colleagues and students who may be assisting with the research.
* Prepare written proposals and applications to external bodies, for example, for research grants.
* Lead activities designed to develop collaborative research with research colleagues and support staff internally and to actively develop appropriate external contacts and networks relevant future collaboration and funding opportunities.
* Participate in external networks to share information and identify potential sources of income.
* Attend and present at conferences as appropriate to the research discipline.
* Prepare reports and present information on research progress and outcomes to bodies funding the research, e.g., steering groups.
* Undertake a teaching and teaching related administration focussed on the area of research and methodological expertise as an appropriate part of continual professional development.
* Supervise undergraduate, postgraduate taught, and postgraduate research student projects, either independently or as part of a supervisory team, again, as an appropriate part of continual professional development.
* Contribute to the development of research skills teaching and training for academic staff, students, and external partners of the university.
* Support the universities research institutes and centres by attending, contributing to, and leading research activities and events (e.g., coordinating research seminar series, postgraduate research student training).

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** University Research Fellow

**SCHOOL / DEPARTMENT:** Research Office

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| First degree in associated discipline | Essential | Application |
| PhD/doctorate | Essential\* | Application |
| Fellowship of the Higher Education Academy and evidence of working at Senior Fellowship level | Desirable\*\* | Application |
| [Meet or demonstrate a willingness to work towards the threshold standards of the JISC Higher Education Teacher profile](http://repository.jisc.ac.uk/6620/1/JiscProfile_HEteacher.pdf) | Desirable | Application / Interview |

## \*The university would normally expect a member of academic staff to have a doctorate, but with two general exceptions: (1) Applicants for Lecturer positions might alternatively be nearing completion of their doctorate; (2) Applicants for some applied or practice based disciplines where doctorates are less common would be expected to have a doctorate, be undertaking one, or have equivalent industry experience.

\*\*The university would normally expect fellowship of the HEA plus evidence of working at higher level as appropriate to the seniority of the role. Applicants from outside Higher Education would need to demonstrate a willingness and ability to gain fellowship at the appropriate level.

## Knowledge & Experience

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Recent and relevant research activity or professional practice, including a developing record of producing recognised outputs (e.g. publications, performances, presentations). | Essential | Application / Interview |
| Experience of meeting the needs of early career researchers and postgraduate students from a range of cultural, class and ethnic backgrounds. | Essential | Interview |
| Sufficient breadth and depth of subject knowledge and of current disciplinary methodologies to contribute to research programmes. | Essential | Application / Interview |
| Experience of participation and leadership of HEI processes (e.g. quality assurance, School or University committees, external body representation etc) at university level. | Essential | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Interview |
| Ability to teach the subject discipline with a high level of knowledge and expertise acquired through personal research and/or professional practice. | Essential | Application / Interview / Teaching Assessment |
| Ability to teach and support early career researchers and postgraduate students and have experience of supervising postgraduate research students | Essential | Application / Interview |
| Ability to contribute to the research activity of the School and University through participation in independent and collaborative research projects | Essential | Application / Interview |
| Ability to generate income through external funding bids and collaborative activity | Essential | Application / Interview |
| Willingness to contribute to the School and University community through a range of internal and external  engagement activities (e.g. recruitment, open days) | Essential | Application / Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

Commitment to the University’s mission, values and vision.