

UNIVERSITY OF HERTFORDSHIRE JOB DESCRIPTION

Post: Research Fellow
Grade: UH7
SBU: (See Annex)
Responsible to: Principal Investigator
Responsible for: Junior Research Staff

MAIN PURPOSE OF JOB

To take responsibility for one or more research projects or part of a research project as detailed in the Annex.

RESPONSIBILITIES AND DUTIES

1. To undertake research within the scope of the project, establishing a programme of research activity working collaboratively with colleagues at UH and partner organisations as appropriate.
2. To attend project meetings within UH, nationally and internationally, as appropriate.
3. To seek external funding as appropriate
4. To disseminate the outcomes of the project in publications, at conferences and through other appropriate media
5. To supervise undergraduate and post-graduate student projects related to the research field
6. To undertake undergraduate and post-graduate teaching as specified in the annex.
7. To create opportunities to maximise the wider economic and social impact of research activities, capturing relevant evidence to support impact and engaging with external partners and stakeholders as appropriate.
8. Taking an active part in the academic life of the School through participation in seminars and other events.
9. Such other duties as may be required by the Dean or Associate Dean (Research).

STAFF MANAGEMENT DUTIES

The following duties are relevant to all staff with people management responsibilities:

- Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University.
- Maintenance of records of staff development activities.
- Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources.
- Ensuring talented staff in the groups are recognised, rewarded and retained so ensuring that suitable succession plans are in place.
- The visible commitment, management and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy.
- Identifying achievable equality goals.

SUPERVISION RECEIVED

Supervision will be given by the Principal Investigator or an identified member of the research team. Operating with a reasonable degree of autonomy in carrying out the above responsibilities the post holder will be expected to organise their activities and priorities in accordance with the demands of the post.

SUPERVISION GIVEN

The post-holder may supervise junior research staff and undergraduate and post-graduate students

BUDGET RESPONSIBILITY

None

RELATIONSHIPS/ CONTACTS

Internal: Academic and professional staff across the University at all levels.

External: Staff of appropriate professional, governmental and educational institutions. Partners in EU project consortia where appropriate. Private persons and businesses where appropriate, visitors, prospective students and their parents.

RESEARCHER DEVELOPMENT

The University is committed to the Concordat to Support the Career Development of Researchers and the Vitae Researcher Development Framework. There are regular opportunities to attend researcher development events and courses to support on-going training and development.

This document outlines the duties required, for the time being, of the post holder for the post entitled Research Fellow level 7 to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the line manager may vary duties, from time to time, which will not affect the general character of the post or the level of responsibility of the post holder.

PERSON SPECIFICATION

GRADE: UH7 (Research Fellow level 7)
RESPONSIBLE TO: Appropriate Department Manager

QUALIFICATIONS & MEMBERSHIPS

Degree or equivalent level 6 qualification, or higher qualification in a relevant discipline	Essential
PhD (or equivalent level 8 qualification), or equivalent experience	Essential

EXPERIENCE

Experience working in a research team	Essential
Research experience in the subject area including, as appropriate, collaborative partnerships with other HEI's or external partners	Essential
A record of scholarly work such as published work in peer reviewed journals	Essential
Experience of presenting research findings such as contributions to conferences and symposia at a local and national level	Essential
Experience of mentoring and supervising junior research staff and undergraduate and post graduate students	Desirable
Experience of public engagement activity	Desirable

KNOWLEDGE & ABILITY

Knowledge of research methodology appropriate for the subject area	Essential
Knowledge of appropriate databases for the discipline and ability to conduct literature searches in the discipline using appropriate electronic resources	Essential
Good IT skills, including the use of MS Office	Essential
Excellent interpersonal and presentation skills in spoken and written English	Essential
Numerate and literate with accurate keyboard skills	Essential
Work to tight deadlines, dealing with conflicting priorities and to work accurately under pressure	Essential
Collect, process and present data	Essential
Deal with sensitive material with strict confidentiality	Essential
Methodical approach and attention to detail	Essential

BEHAVIOURS & ATTRIBUTES

Can-do attitude to problem solving	Essential
Work effectively in a team	Essential
Flexible and adaptable	Essential
Tact and diplomacy	Essential
Demonstrate initiative and the ability to learn new skills	Essential
Demonstrate commitment to continuous development	Essential
Ability to carry out physical tasks	Desirable

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us.
We value:

Friendliness Ensuring we act in a respectful and inclusive manner

Ambition Supporting those determined to achieve

Collaboration	Encouraging working together for positive, shared outcomes
Enterprise	Being impact led and placing enterprise at our core
Student success	Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.

The University of Hertfordshire adheres to the principles of the San Francisco Declaration on Research Assessment (DORA). We will evaluate applicants on the quality of their research contributions (where requested or provided as part of the recruitment and selection process), rather than where the research is published, and use any publication metrics responsibly.