Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

Job title: Postdoctoral Researcher

Reports to: Principal Investigator

Responsible for: NA

Grade: 7

PURPOSE OF THE JOB

To contribute to the development of research proposals and/or objectives, and to conduct and write up both individual and collective research projects for publication.

MAIN DUTIES

Research and Scholarship

- To develop research objectives and proposals for own or joint research, with the assistance of a mentor if required.
- To conduct collaborative research projects and write up research for publication
- To update knowledge and understanding in field of co-creation and related innovation management and policy areas.
- To translate knowledge of advances in the subject area into research activity.
- To ensure that research content and the methods used are in accordance with equal opportunities.

Teaching and Learning

- To contribute to the assessment of student knowledge and supervision of their projects.
- To assist in the development of student research skills.

Communication

- To deal with routine communication using a range of media.
- To communicate complex information, and material of a specialist or highly technical nature orally, in writing, and electronically.
- To prepare proposals and applications to external bodies, for example, for funding and contractual purposes.

Please note that this job description reflects the core activities of the role and as the College and the post holder develops there will inevitably be changes in the emphasis of duties. It is expected that the post holder will recognise this and adopt a flexible approach to work and to participate in training.

WORKING RELATIONSHIPS AND CONTACTS

People Management and Teamwork

- To manage own research and administrative activities, with guidance if required.
- To work with colleagues on joint projects, as required
- To collaborate with academic colleagues on areas of shared research interest.
- To attend and contribute to relevant meetings.

Liaison and Networking

- To liaise with colleagues and students.
- To build internal contacts, and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- To join external networks to share information and identify potential sources of funds.

DIMENSIONS

Problem Solving and Impact

- To use new research techniques and methods.
- To use own initiative and creativity to identify areas for research, develop new research methods, and extend the research portfolio.
- To use creativity to analyse and interpret research data and draw conclusions on the outcomes.
- To contribute to collaborative decision making with colleagues in areas of research.
- To understand equal opportunity issues as they may impact on areas of research content and methods.

Resource Management

- Plan and manage own research activity in collaboration with others.
- To use research resources, laboratories and workshops as appropriate.

Working Environment

- To balance, with help the competing pressures of research and administrative demands and deadlines.
- To carry out tasks that require the learning of certain skills.
- To engage in continuous professional development.
- To be aware of the risks in the work environment and their potential impact on their own work and that of others.

GENERAL RESPONSIBILITIES – Universal to all Birkbeck roles

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.

PERSON SPECIFICATION

Candidates will be able to demonstrate the following:	**Essential/ desirable**
KNOWLEDGE	
1. Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes	Essential
TECHNICAL AND/OR WORK-BASED SKILLS	
2. Skills in research relevant to the subject area	Essential
3. Effective oral and written communication skills, to write up complex research findings and to convey specialist/technical material	Essential
4. Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use)	Essential
GENERAL SKILLS AND ATTRIBUTES	
5. Initiative and creativity to ensure research is effective	Essential
6. Effective presentation skills	Essential
7. Organisation and administration skills	Essential
8. Ability to work in a team proactively and a commitment to working with diversity	Essential
EXPERIENCE	
9. Experience of utilising research methods and techniques	Essential
10. Previous experience of contributing to research	Essential
QUALIFICATIONS	
11. PhD (or equivalent) in a relevant subject area	Essential

FURTHER INFORMATION

Salary:
£45,132 rising to £51,387 per annum.

The salary, as shown above, is Grade 7 on the College's London pay scale, which includes a consolidated weighting/allowance, which applies only to staff whose normal contractual place of work is in the Greater London area.

Hours:
35 hours per week (1.0 FTE)

Working pattern:
TBA

Probation period:
12 months

Duration of post:
Fixed-term, 12 months

Reason for fixed-term contract:
The appointment is paid for by external funds and this money is only available for the period stated (subject to extension if there is a consequent extension of funds).

Safeguarding
Please note that this appointment will be conditional on satisfactory clearance of an enhanced check with the Disclosure and Barring Service (DBS).

HOW TO APPLY

Closing date:
11.59 PM on 22 November 2026

Interview arrangements:
Interview will be held week commencing 7 December 2026. The selection process will involve:

- A panel interview
- A task: Candidates will need to do a short (10 min) presentation about their previous work and outline any plans they have for the project in term of future analyses.

Start date:
10 January 2027

To apply for this position please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV, which can

be uploaded.

If you would like to know more about the role, please contact Dr Virginia Carter Leno v.carter@bbk.ac.uk.

RIGHT TO WORK IN THE UK

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK via another means.

HELP AND ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.