Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details

Faculty/Directorate	Science and Engineering
School/Department	Sport and Exercise Sciences
Team	Dyspraxia Research Group
Job Title	Research Associate
Grade	7
Hours of Work	17.5
Contract Duration (Perm/Fixed Term)	12 months Fixed Term
Reports To (Job Title)	Prof Paul Holmes
Responsible For (Job Title)	School Research Lead/REF Coordinator

Principal Accountabilities

The main purpose of this role is to undertake research impact and engagement in the field of dyspraxia/DCD by preparing, conducting, recording surveys, interviews, and testimonials with users of the *Watch Me Do It* resource.

Work closely with senior research staff to analyse and disseminate research findings through relevant journals, conferences, and seminars, in order to further the institution's standing in the Higher Education and research community and contribute to the development of new areas in the field of [INSERT FIELD OF WORK HERE].

Take responsibility for the management of discreet research projects as directed by the project co-ordinator

Key Tasks

Research Activities

The successful candidate will be required to:

- Collect and report testimonials from children and parents who have used the Watch Me Do It resource
- Collect and report testimonials from occupational therapists who have used the Watch Me Do It resource
- Collect and report testimonials from SENCOs/school-teachers who use the Watch Me Do It resource
- Identify and quantify time savings and cost savings for occupational therapists using the Watch Me Do It resource
- Identify and quantify meaningful outcomes from Watch Me Do It use across all communities using the resource
- Conduct outreach with schools to widen adoption and reach (e.g., inclusion in SEND provision)
- Support the University team with dissemination of findings at academic and professional conferences
- Assist with data collection for a new multiple baseline study with the Watch Me Do It resource
- Promote the Watch Me Do It resource across Europe and with global partners

Plan and prioritise own day to day work and resources to achieve agreed research objectives, leading the work of small teams of research assistants and/or research students as required.

Undertake quality research engagement and impact capture with detailed analysis, and present findings to appropriate internal and external groups, such as research forums, conferences, or seminars, as required.

Write up results of impact and prepare for presentation to research team and relevant stakeholders.

Use initiative and judgement to develop appropriate techniques in order to facilitate research impact work and resolve problems affecting the achievement of objectives and deadlines.

Liaison and Networking

Contribute to the dissemination of research findings through REF2029 documents in Unit of Assessments 3 and 24 in order to further the institution's standing in the HE and research community.

Participate in the development of internal and external partnerships and networks in order to disseminate information, share best practice, generate income, establish opportunities for collaborative work, and to enhance the reputation of the University.

Work with partners and external agencies on collaborative projects that benefit Schools, Faculties and the University.

Teaching Support

Contribute to teaching support via demonstration of practical methods to master's and/or research students as appropriate.

Service Provision

Keep relevant stakeholders updated on progress, and be responsible for exploring their needs, and acting on feedback, in order to ensure that research impact capture delivers against their requirements.

Collaborate with senior academic staff to organise, manage and carry out appropriate research.

Respond to enquiries and requests for information from academic staff from other HE institutions, and relevant partnership stakeholders, when required.

Proactively and effectively engage with quality assurance procedures to ensure that University standards are upheld.

Teamworking

Actively participate as a member of the DCD research team, providing mutual support to colleagues to achieve successful completion of projects.

Attend Faculty and School meetings as appropriate and proactively contribute to knowledge and decision making.

Guide and support research assistants and other members of staff within the Schools in areas of expertise e.g. in undertaking research, REF impact, writing up papers for publication etc.

Special Features

You may be required to travel and work specific hours as determined by key partner access and requirements.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equality, Diversity and Inclusion Policy.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to synthesise complex data from different sources and communicate findings orally and via written reports and articles for a range of diverse audiences.	E
		1.2	Strong written and verbal communication skills, as evidenced by a recent track record of quality academic publications and conference presentations in the field of DCD/dyspraxia	D
		1.3	Ability to use initiative, creativity, and judgement to develop appropriate approaches in order to further research.	D
		1.4	Ability to lead the work of a research team, co-ordinating effort and resources	D
		1.5	Ability to network with a range of stakeholder groups related to DCD/dyspraxia, including children with lived experience and their parents, clinicians and educators (e.g., occupational therapists, physiotherapists, teachers)	E
2	General & Specialist Knowledge	2.1	Proficiency in the application of relevant equipment, software and techniques such as MABC-2 or 3 movement assessment,	D
		2.2	Possess sufficient breadth or depth of DCD/Dyspraxia knowledge (including current practice), to work within established research impact programmes.	E
		2.3	Qualitative research skills, particularly interviewing and surveys, for research and/or testimonial gathering purposes	E
3	Education & Training	3.1	Hold, or be undertaking and working towards a doctoral level qualification; evidence of continuous professional development.	E
		3.2	Membership of an appropriate professional body and/or attainment of professional qualifications (e.g., CPsychol).	D

4	Relevant Experience	4.1 4.2	Research experience in the field of Psychology, Sociology, Neuroscience which should include: • making a demonstrable, independent contribution to projects • preparing written reports of results Additional research experience, including: • building relationships, networks and partnerships with internal and external contacts • presenting at national and/or international research meetings • preparing funding proposals and applications to external bodies	E D
5	Special Requirements	5.1	An understanding of research impact as it relates to the Research Excellence Framework 2029.	E
Date of Revision			October 2019	