

## **Role Profile: Grade E: Associate Research Fellow**

The role profile indicates the expectations and responsibilities of staff at this level. This does not mean that they will be expected to do all of the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect / require a member of staff at that level to do any of these activities, with reasonable notification and support.

Similarly, the role profile is not exhaustive, and a role holder may be required to undertake other duties of similar level and responsibility. In some roles and disciplines, some of the activities detailed below will be essential requirements of the role.

### Teaching and learning support

Appointments at this level may be required to:

- Contribute to teaching.
- Be involved in the assessment of student knowledge and assist in the supervision of student projects.
- Assist in the development of student research skills.

### Research and scholarship

Appointments at this level may be required to:

- Undertake research as appropriate to the field of study.
- Translate knowledge of advances in the subject area into research activity.
- Write up research work for publication.
- Continually update knowledge and understanding in field or specialism and develop skills.
- Develop research objectives and proposals for own or joint research.
- Make presentations at national and international conferences and similar events.

### Communication

Appointments at this level may be required to:

- Write up results of own research.
- Contribute to the production of research reports and publications.
- Present information on research progress and outcomes to bodies supervising research, eg steering groups.
- Prepare papers for steering groups and other bodies.
- Deal with routine communication using a range of media.
- Communicate complex information, orally, in writing and electronically.
- Prepare proposals and applications to external bodies, eg for funding and contractual purposes.
- Communicate material of a specialist or highly technical nature.

### Liaison and networking

Appointments at this level may be required to:

- Liaise with colleagues and students.
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- Join external networks to share information and identify potential sources of funds.

### Managing people

Appointments at this level may be required to:

- Provide guidance as required to support staff and any students who may be assisting with the research.

- Manage own research and administrative activities

#### Teamwork

Appointments at this level may be required to:

- Actively participate as a member of a research team.
- Attend and contribute to relevant meetings.
- Work with colleagues on joint projects, as required
- Collaborate with academic colleagues on areas of shared research interest.

#### Pastoral care

Appointments at this level may be required to:

- Show consideration to others.

#### Initiative, problem solving and decision-making

Appointments at this level may be required to:

- Make use of standard research techniques and methods.
- Deal with problems which may affect the achievement of research objectives and deadlines
- Contribute to decisions affecting the work of the team.
- Analyse and interpret the results of own research and generate original ideas based on outcomes.
- Use new research techniques and methods.
- Use initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio.
- Use creativity to analyse and interpret research data and draw conclusions on the outcomes.
- Contribute to collaborative decision making with colleagues in areas of research.

#### Planning and managing resources

Appointments at this level may be required to:

- Plan and manage own research activity in collaboration with others.
- Contribute to the planning of research projects.
- Use research resources, laboratories and workshops as appropriate.
- Monitor research budgets.

#### Sensory, physical and emotional demands

Appointments at this level may be required to:

- Exercise sensory and physical demands varying from relatively light to a high level depending on the discipline and the type of work.
- Carry out tasks that require the learning of certain skills.
- Balance the competing pressures of research and administrative demands and deadlines.

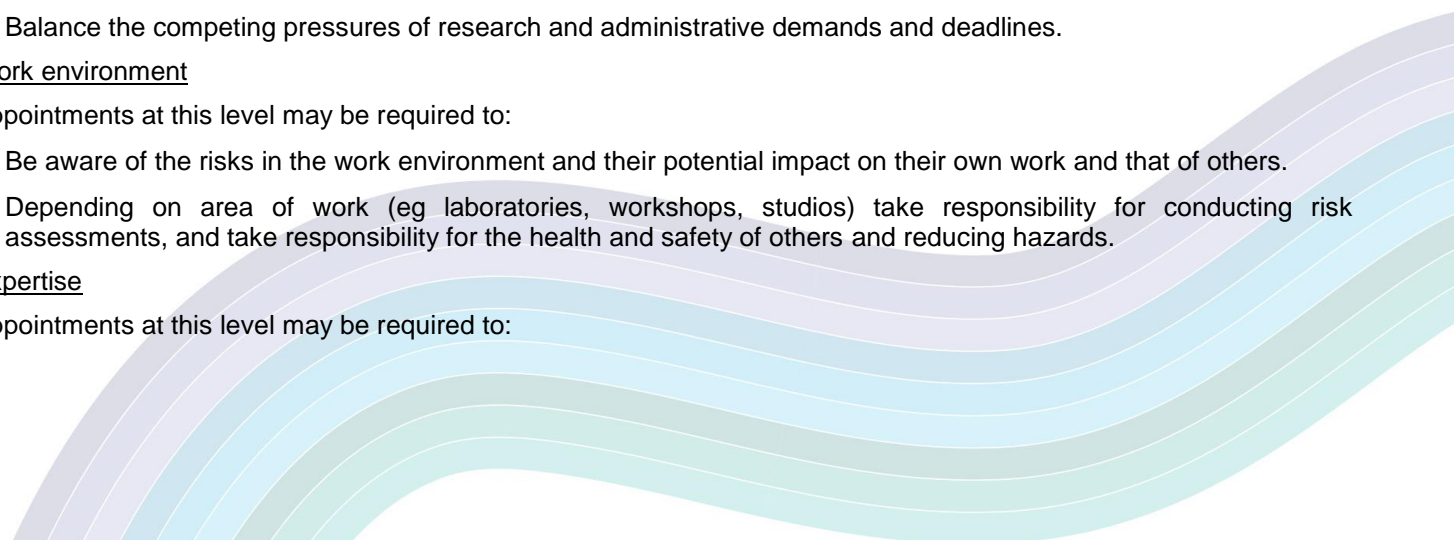
#### Work environment

Appointments at this level may be required to:

- Be aware of the risks in the work environment and their potential impact on their own work and that of others.
- Depending on area of work (eg laboratories, workshops, studios) take responsibility for conducting risk assessments, and take responsibility for the health and safety of others and reducing hazards.

#### Expertise

Appointments at this level may be required to:



- Possess sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes.
- Engage in continuous professional development.
- Understand equal opportunity issues as they may impact on areas of research content.

