Department/School of xxx

**Research Associate in *[specify area]***

***Project Title***

Job Ref: REQxxxx

**As part of the University’s ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

***School/Department summary can be inserted here, if desired.***

**Project Description**

*Brief overview of project title, details and context, who funded by, description of project team and where the Researcher will fit into the team*

**Job Description**

**Job Grade:** Specialist and Supporting Academic Grade 6

**Job Purpose [suggested wording to be tailored to specific role to provide a brief concise overview of the purpose of the role]**

*To conduct research in the area of [technical area] and to …/ To be responsible for development of [technical area] and to ….. / To undertake primary data collection [key words: develop / undertake investigation / analyse / lead / plan]*

**Job Duties [suggested wording to include a breakdown of at least 3 project specific requirements of the role]**

* *To become familiar with / undertake a literature review / establish / evaluate*
* *To develop / investigate / conduct research / analyse / design / test / organise / field trips /*
* *To implement / collate data / evaluate / manage / predict / apply specialist knowledge / formulate detailed plans / advise on*

**[Applicable to all positions – Delete as Appropriate]**

* Be responsible for conducting the day to day running of the project.
* To formulate detailed plans for the project based on broad guidance from the project team.
* To feed back to the project team on progress, to make recommendations for next steps.
* Write up regular progress reports and present outcomes to all Investigators and Collaborators.
* Travel to attend meetings and make presentations both within the project partners working group and to external stakeholders.
* To support the project team by enhancing relationships with existing collaborators and by assisting the establishment of relationships with new collaborators.
* To write research papers suitable for publication in high quality academic journals.
* To attend and contribute to conferences.
* To contribute to project promotion and public engagement events.
* Contribute ideas for new research and enterprise directions.
* Maintain confidentiality at all times and ensure that intellectual property (IPR) agreements are not violated.
* To assist the academic staff in the project team with the supervision of undergraduate MSc and PhD project work and day-today supervision and support of other researchers.
* Where appropriate, to deliver teaching, tutorial and laboratory sessions to students.
* Engage in training programmes in the University (or elsewhere) that are consistent with the needs and aspirations of the project and those of the Department.
* Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University’s mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to the JOB TITLE.

**Person Specification**

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.  Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

**Essential Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience | Background in [*relevant discipline*] |  |
|  | *Project specific experience* |  |
|  | *Project specific experience* |  |
|  | Authoring original work for academic journal papers, conference papers or technical reports |  |
|  |  |  |
|  |  |  |
| Skills and abilities | *Project specific skills* |  |
|  | *Project specific skills* |  |
|  | Excellent written and oral communication skills |  |
|  | Self-motivated with ability to meet deadlines |  |
|  | Excellent interpersonal, and organisational skills |  |
|  | Working knowledge of software packages [*specify*] |  |
|  | Working knowledge of specific analytical, numerical methods [*specify*] |  |
|  | Ability to write project reports and make technical presentations to industrial and academic research groups |  |
|  | Knowledge of relevant Health & Safety issues |  |
| Training | Demonstrate evidence of having undertaken further training |  |
| Qualifications | PhD (or near completion) |  |
| Other | Commitment to observing the University’s Equal Opportunities policy at all times. |  |

**Desirable Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience | *Further project specific experience* |  |
|  | *Further project specific experience* |  |
|  | Developing proposals for funding from external agencies |  |
|  | Working in a high quality academic research environment |  |
|  | Experience of teaching and / or supervision of students in relevant areas |  |
|  |  |  |
| Skills and abilities | Authoring original work, in the highest quality refereed academic journals |  |
|  | A strong publication track record |  |
|  | *Further project specific skills* |  |
|  |  |  |
| Qualifications | PhD (or near completion) in [*specify area*] |  |
| Other | Travel / Able to travel Independently / Working patterns |  |

# Conditions of Service

The position is FULL TIME/PART TIME and OPEN-ENDED/FIXED TERM. Salary will be on JOB FAMILY AND GRADE, SALARY BAND per annum, at a starting salary to be confirmed on offer of appointment.  
The appointment will be subject to the University’s Terms and Conditions of Employment for STAFF GRADES 1-5/STAFF GRADES 6 AND ABOVE, details of which can be found [here](http://www.lboro.ac.uk/services/hr/conditions-of-service/).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here.](http://www.lboro.ac.uk/services/hr/support/)

The University offers a wide range of employee benefits which can be found [here](http://www.lboro.ac.uk/services/hr/benefits/).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

# Applications

The closing date for receipt of applications is **DATE.** Interviews will be held on **DATE**.