

Job Title	Research Fellow
<b>Job Purpose</b>	
To develop research objectives, projects and proposals, undertake research and evaluate outcomes. Plan, coordinate and implement research programmes in accordance with University strategy, policy and procedures and funder requirements.	

<b>Main activities and responsibilities</b>
<p><b>Student learning experience</b></p> <ol style="list-style-type: none"> <li>1. Contribute to learning and teaching programmes within and outside the University and supervise postgraduate research students.</li> </ol> <p><b>Research enterprise and scholarship</b></p> <ol style="list-style-type: none"> <li>2. Act as principal investigator or co-investigator on research projects.</li> <li>3. Develop research objectives, projects and proposals.</li> <li>4. Conduct individual or collaborative research projects.</li> <li>5. Identify sources of funding and contributing to the process of securing funds.</li> <li>6. Extend, transform and apply knowledge acquired from scholarship to research appropriate to the discipline,</li> <li>7. Writing or contributing to publications or disseminating research findings using media appropriate to the discipline,</li> <li>8. Make presentations at conferences or exhibit work at other appropriate events,</li> <li>9. Assess, interpret and evaluate outcomes of research.</li> <li>10. Develop new concepts and ideas to extend intellectual understanding.</li> <li>11. Resolve problems of meeting research objectives and deadlines.</li> <li>12. Develop ideas for generating income, promoting research area and influencing leading edge practice.</li> <li>13. Develop ideas for application of research outcomes</li> <li>14. Decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to approval of the head of the research programme on fundamental issues.</li> <li>15. Contribute to knowledge generation, knowledge exchange and knowledge transfer activities.</li> </ol> <p><b>Managing people and resources</b></p> <ol style="list-style-type: none"> <li>16. Act as research team leader</li> <li>17. Mentor colleagues with less experience and advise on professional development.</li> <li>18. Coach and support colleagues in developing their research techniques.</li> <li>19. Supervise the work of others, for example in research teams or projects</li> <li>20. Plan coordinate and implement research programmes including: <ul style="list-style-type: none"> <li>• Managing the use of research resources and ensuring effective use is made of them.</li> <li>• Managing research budgets</li> <li>• Helping to plan and implement commercial and consultancy activities.</li> <li>• Planning and managing own consultancy assignments.</li> </ul> </li> <li>21. Coordinate the work of colleagues to ensure equitable access to research resources and facilities.</li> </ol> <p><b>Pastoral care</b></p> <ol style="list-style-type: none"> <li>22. Deal with standard problems and help colleagues resolve their concerns about progress in research.</li> </ol>

23. Appreciate the needs of individual students and their circumstances
24. Refer students as appropriate to services providing appropriate support.

**Liaison and Networking**

25. Collaborate actively within the University and externally to complete research projects and advance thinking.
26. Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects or build relationships for future activities.

**Additional Key Requirements:**

**Communication**

Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media.  
Present results of scientific research to sponsors at conferences.

**Teamwork**

Act as team leader.  
Develop productive working relationships with other members of staff.  
Coordinate the work of colleagues to ensure equitable access to resources and facilities.

**Initiative, problem solving and decision making**

Deal with standard problems and help colleagues to resolve their concerns about progress in research.  
Assess, interpret and evaluate outcomes of research.  
Resolve problems of meeting research objectives and deadlines.  
Develop ideas for generating income and promoting research area.  
Develop ideas for application of research outcomes  
Decide on research programmes and methodologies.

**Work environment**

Be aware of the risks in the workplace and the potential impact on their own work and that of others.  
Depending on area of work (for example laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.

**Person Specification**

- First degree and a higher degree in a course relevant subject.
- PhD or equivalence accepted based on cognate area of understanding.
- Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies.
- A nationally recognised authority in the subject area.
- Evidence of published research with a strong publication record in high quality publications.
- Experience of teaching at undergraduate level.
- Experience of managing research projects and teams.
- Successful in obtaining grant funding.
- Excellent written and verbal communication skills.
- Able to communicate complex and conceptual ideas to a range of groups.
- Evidence of the ability to collaborate actively within the University and externally to complete research projects and advance thinking.

- Able to participate in and develop external networks.
- Able to identify sources of funding, generate income, obtain consultancy projects or build relationships for future activities.
- Able to balance the pressures of research, administrative demands and competing deadlines.

### Special requirements

Able to undertake duties at different premises including any University campus as required. Expected to work outside of normal office hours as required.

### Expectations of all staff

#### Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

#### Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

#### Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

#### Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is

no guarantee that you will be given the opportunity to carry out all the activities listed.

With reasonable notice and support, the University can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.