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| **This document provides guidance when recruiting and selecting staff who will be engaged on research projects.**  Generic RD1s and role profiles for;   * Research Assistant - Generic Job Description * Senior Research Assistant - Generic Job Description * Research Fellow - Generic Job Description * Senior Research Fellow - Generic Job Description   Information about all aspects of recruitment and selection including how to prepare for selection, the selection process, making the appointment and induction and probation. Advice on equality and diversity can also be found on [connect](https://universityofsouthwales.sharepoint.com/sites/humanresources2/sitepages/en-gb/home.aspx). |
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| **Research Assistant (Grade D)**  **Generic Job Description**  This job description is based on the Level 1 National Role Profile for the Research job family, as constructed during the implementation of the National Framework Agreement.  **Job Purpose**  To undertake supervised research projects and provide support for researchers and research teams as required  **Principal Duties and Responsibilities**   1. To undertake supervised research which might include preparing, setting up, conducting and recording outcomes of projects, experiments, field work, etc 2. To support other research staff, eg academic staff, Research Fellows, Principal Investigators, in the furtherance of their research and of specific projects 3. To assist with the preparation of reports and the presentation of information to research groups, steering groups, etc. – particularly progress reports 4. To write up own work and results of personal research 5. To analyse and interpret results of own research, making use of standard research methods and techniques 6. To contribute to the planning process of the research team 7. To assist, as required in the supervision of student projects 8. To contribute, if required to introductory courses and use of research tools and equipment. 9. To undertake continuous personal and professional development which contributes to knowledge and skills within the subject area 10. To comply with University policies relating to health and safety, equality of opportunity and data management   Any other duties as maybe assigned from time to time commensurate with the grade |
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| **Senior Research Assistant (Grade E)**  **Generic Job Description**  This job description is based on the Level 2 National Role Profile for the Research job family, as constructed during the implementation of the National Framework Agreement.  **Job Purpose**  To undertake and contribute to research activity and provide support for researchers and research teams as required.  **Principal Duties and Responsibilities**   1. To undertake research which might include preparing, setting up, conducting and recording outcomes of projects, experiments, field work, etc 2. To conduct individual or collaborative research projects, including the development of personal/group objectives 3. To prepare reports and present information to research groups, steering groups, etc. – particularly progress reports 4. To write up own work and results of personal research with a view to publication 5. To analyse and interpret results of own/group research, making use of standard and new research methods and techniques 6. To contribute to the planning process of the research team, leading aspects as appropriate 7. To participate in internal networks and research groups 8. To assist, as required in the supervision of student projects and the development of student research skills 9. To contribute, if required to introductory courses and use of research tools and equipment. 10. To undertake continuous personal and professional development which contributes to knowledge and skills within the subject area 11. To comply with University policies relating to health and safety, equality of opportunity and data management   Any other duties as maybe assigned from time to time commensurate with the grade  **Step Changes include:**  1. Not supervised  2. Moved from supporting to conducting 3. Remove assistance  4. Introduces publication 5. New methods  6.Talks about leading aspects 7. Enhanced involvement with students |
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| **Research Fellow (Grade F)**  **Generic Job Description**  This job description is based on the Level 3 National Role Profile for the Research job family, as constructed during the implementation of the National Framework Agreement.  **Job Purpose**  To undertake and where appropriate lead research projects, generating reports and publications based on research findings.  **Principal Duties and Responsibilities**   1. To undertake and where appropriate lead research activities and projects within the Unit of Assessment, including the development of personal, group or collaborative objectives 2. To prepare reports and present information to research groups, steering groups, etc. – particularly progress reports, overseeing similar activities of research assistants when appropriate 3. To develop own or group work to publication stage, disseminating research findings through appropriate media 4. To identify sources of funding and contribute to the process of application 5. To manage research project budgets and other resources 6. To be aware of, and at times lead upon research governance issues 7. To analyse, evaluate and interpret results of own/group research, making use of standard and new research methods and techniques 8. As appropriate, to supervise the work of others, acting as line manager, or mentor, in order to support colleagues 9. To contribute to the planning process of the research team, leading aspects as appropriate 10. To participate in internal and external networks and collaborative groups, representing the University in a professional manner at all times 11. To be involved, as required in learning and teaching programmes, the supervision of student projects (including post graduate research students) and the use of research tools and equipment. 12. To undertake continuous personal and professional development which contributes to knowledge and skills within the subject area 13. To comply with University policies relating to health and safety, equality of opportunity and data management   Any other duties as maybe assigned from time to time commensurate with the grade  **Step Changes include:**  1. Talks about leading  2. Overseeing role 3. Higher level publication  4./5. Talks about income and budgets 6. Introduces governance  8. Supervisory role 11. Increased involvement with students |
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| **Senior Research Fellow (Grade G)**  **Generic Job Description**  This job description is based on the Level 4 National Role Profile for the Research job family, as constructed during the implementation of the National Framework Agreement.  **Job Purpose**  To lead and manage research projects and contribute to the research strategies of the Unit and the Faculty.  **Principal Duties and Responsibilities**   1. To lead research activities and projects within the Unit of Assessment, including the development of personal, group or collaborative objectives, frequently acting as 'Principal Investigator’ 2. To develop proposals for significant research projects which increase the knowledge understanding and discovery of new explanations, insights, concepts and processes 3. To develop own or group work, interpret research findings, generating high quality publications and disseminating results through appropriate media 4. To contribute to the development of research strategies within the UoA/Faculty 5. To prepare reports and present information to research groups, steering groups, etc. – particularly progress reports, overseeing similar activities of research assistants when appropriate 6. To identify sources of funding and lead the process of application 7. To manage research project budgets and other resources 8. To lead upon research governance issues 9. To line manage and support colleagues working in the UoA as appropriate, contributing to their development through the appraisal scheme, mentorship and coaching 10. To lead the planning process of the research team, including the generation of ideas for investment and application 11. To lead and develop internal and external networks, and collaborative groups, representing the University in a professional manner at all times, including links with professional bodies, research funding streams, etc 12. To supervise post graduate research students and be involved in teaching programmes 13. To undertake continuous personal and professional development which contributes to knowledge and skills within the subject area 14. To comply with University policies relating to health and safety, equality of opportunity and data management   Any other duties as maybe assigned from time to time commensurate with the grade.  **Step Changes include:**  1. Being a PI  2. Developing proposals  3. Higher level publication  4. Talks of strategy  9. Leads governance issues  10. Line management 11. Expected to generate ideas  12. Leading networks 13. Supervising students |