

JOB DESCRIPTION

Post Title: Postdoctoral Research Assistant

School:

Line Manager: Principal Investigator

Grade: Ac2

Job Purpose:

To undertake research under the guidance of the Principal Investigator and support the supervision of any students who may be assisting with the research.

Main Duties and Responsibilities:

- To independently undertake research in the relevant discipline area using the appropriate methods and/or techniques.
- To produce research reports and/or publications as required by the funding body or for dissemination to the wider academic community.
- To collaborate with research colleagues and support staff internally as appropriate to the research and to actively develop appropriate external contacts and networks relevant to the project and to future funding opportunities.
- To provide guidance and support to any students associated with the project.
- To attend, contribute, and where necessary lead relevant meetings.
- To ensure that responsibilities identified within internal processes such as Health and Safety guidelines etc are robustly met by all research team members.
- To take responsibility for planning and developing research methods and techniques within the framework of the research programme.
- To contribute to relevant teaching activities within the department.
- To undertake any other duties relevant to the programme of research.

PERSON SPECIFICATION

Qualifications/Experience

Essential:

- A PhD in a relevant discipline
- Extensive research experience in the relevant subject area of the research project

Desirable:

- Experience of working in a research team environment
- Experience of writing research reports, publications or other relevant outputs
- Previous teaching experience

Skills & Knowledge

Essential:

- Applied research experience in own area or specialism
- Excellent interpersonal, networking and communication skills
- Proven problem solving skills
- Excellent ICT skills

Desirable:

- A good understanding of the research environment in a university
- Experience of writing to publication standard or independently producing other research outputs

Personal Qualities

Essential:

- A clear commitment to contributing to the research environment and producing high quality research outputs
- Proactive independent attitude
- Flexible and adaptive with a positive approach to managing substantial projects and associated resources
- A committed team-player

Special Conditions:

This post is available on a job share basis. Please indicate on the front of your application form if you would like to be considered on this basis as well as whether or not you would be prepared to work on a full time basis if necessary.

Depending upon the research project this role may be subject to Criminal Records Bureau disclosure.