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| Last updated: | November 2016 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| Academic Unit/Service: | ECS | | |
| Faculty: | Psychical Sciences and Engineering | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Prof Alun Vaughan | | |
| Posts responsible for: | Some supervision of junior research staff | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To undertake research in accordance with the requirements of the NanocompEIM II project under the supervision of the award holder. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To develop and carry out an area of research as defined by the NanocompEIM II consortium in order to reach the overall project goals. | 40 % |
|  | Regularly disseminate findings by taking the lead in preparing publication and dissemination materials for project review meetings, referred journals, presenting results at conferences, or exhibiting work at other appropriate events.. | 20 % |
|  | Collaborate/work on original research tasks with colleagues in other institutions. | 10 % |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. | 10 % |
|  | Supervise the work of junior research staff and contribute to the smooth operation of the TDHVL. | 10 % |
|  | Carry out occasional undergraduate supervision within own area of expertise, under the direct guidance of a member of departmental academic staff. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Direct responsibility to holder of research award or academic supervisor.  Collaborate with the NanocompEIM II project consortium.  Monitor the NanocompEIM II project web site.  Prepare reports for and liaise with external funding body.  May be asked to serve on a relevant School committee, for example research committee.  Collaborators/colleagues in other work areas and institutions. |

| Special Requirements |
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| To be available to attend project review meeting around Europe as required by the research project.  To attend national and international conferences for the purpose of disseminating research results.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in a relevant subject area, such as: materials science, physics, chemistry, electrical engineering  Knowledge of material characterisation | PhD in polymers, dielectrics, high voltage behaviour of materials  Detailed understanding and knowledge of dielectric materials  Experience of high voltage testing  Teaching at undergraduate level and contributing to teaching at postgraduate level | PhD awarded or thesis submitted  Publications in related area  Publications in related area  Evidence from publications  Evidence from publications  Experience of teaching at University level |
| Planning and organising | A proven track record of meeting deliverables and generating reports and publications  Able to organise own research activities to deadline and quality standards |  | Evidence of successfully delivering project outcomes and publication record  PhD thesis |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | Original work publications at a high level |
| Management and teamwork | Able to supervise work of junior research staff, delegating effectively  Able to contribute to TDHVL and ECS management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Record of holding comparable responsibilities  Evidence of successful collaborations |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.  Able to present research results at group meetings and conferences.  Able to write up research results for publication in leading peer-viewed journals.  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes. |  | Evidence of related activities |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | Written supporting evidence |
| Special requirements | Able to attend national and international conferences to present research results. |  | Track record of conference engagement |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) | X |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | X |  |  |
| Frequent hand washing | X |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | X |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) | X |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |