

Job Description and Person Specification

Last updated: 10/05/2019

JOB DESCRIPTION

Post title:	Research Fellow		
Academic Unit/Service:	Mechanical Engineering		
Faculty:	Engineering and Physical Sciences		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	4
*ERE category:	Research pathway		
Posts responsible to:	Peter Glynne-Jones		
Posts responsible for:	N/A		
Post base:	Non Office-based (see job hazard analysis)		

Job purpose
To undertake research in accordance with the specified research project under the supervision of the award holder. To undertake leadership, management and engagement activities.

Key accountabilities/primary responsibilities	% Time
1. To develop and carry out an area of personal research.	80 %
2. Regularly disseminate findings by taking the lead in preparing publication materials for referred journals, presenting results at conferences, or exhibiting work at other appropriate events.	10 %
3. Contribute to the writing of bids for research funding.	5 %
4. 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.	5 %

Internal and external relationships
Direct responsibility to holder of research award or academic supervisor. May have additional reporting and liaison responsibilities to external funding bodies or sponsors. Collaborators/colleagues in other work areas and institutions.

Special Requirements
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

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	PhD or equivalent professional qualifications and experience in Microfluidics, acoustic manipulation, bioengineering or other relevant area.	Experience of ultrasonic particle manipulation or holographic imaging. Experience of microfluidic system Design. Experience of working with cell lines and biological assays.	Application form and interview
Planning and organising	Able to organise own research activities to deadline and quality standards		Application form and interview
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		Application form and interview
Management and teamwork	Able to supervise work of junior research staff, delegating effectively Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development		Application form and interview
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		Application form and interview
Other skills and behaviours	Understanding of relevant Health & Safety issues Positive attitude to colleagues and students		interview
Special requirements	Able to attend national and international conferences to present research results		Application form and interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.

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