

# Job Description and Person Specification

## JOB DESCRIPTION

Post title:	<b>Research Fellow</b>		
School/Department:	Primary Care and Population Sciences		
Faculty:	Medicine		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	4
*ERE category:	Research pathway		
Posts responsible to:	Senior Research Fellow		
Posts responsible for:	Junior staff/students as appropriate		
Post base:	Office-based		

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

Key accountabilities/primary responsibilities	% Time
1. To work on defined projects and develop and carry out an area of relevant personal research.	50%
2. Contribute to the writing of bids for research funding.	10%
3. 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 %
4. Collaborate/work on original research tasks with colleagues in other institutions.	10 %
5. 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 %
6. Supervise the work of junior research staff.	5%
7. Carry out occasional undergraduate supervision, demonstrating or lecturing duties within own area of expertise, under the direct guidance of a member of departmental academic staff.	5 %
8. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

#### Internal and external relationships

Direct responsibility to holder of research award.  
Additional reporting and liaison responsibilities to external funding bodies or sponsors.  
May be asked to serve on a relevant School/Department committee, for example research committee.  
Collaborators/colleagues in other work areas and institutions.

#### Special Requirements

To be available to participate in fieldwork as required by the specified research projects.  
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	<p>PhD or equivalent professional qualifications or experience in a musculoskeletal or health-related area</p> <p>Relevant professional and/or clinical experience involving chiropractors</p> <p>Previous experience of working on health-related studies utilising quantitative or qualitative data analysis techniques</p>	<p>Knowledge of delivery of health services</p> <p>Experience of research methodology relevant to service provision research</p> <p>A track-record of research outputs in the MSK research field</p>	Interview/Application
Planning and organising	Able to organise own research activities to deadline and quality standards		Interview
Problem solving and initiative	<p>Able to develop understanding of complex problems and apply in-depth knowledge to address them</p> <p>Evidence of development of original data collection techniques/methods</p>		Interview/Application
Management and teamwork	<p>Able to supervise work of junior research staff (PhD, MSc), delegating effectively</p> <p>Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development</p>		Interview/Application
Communicating and influencing	<p>Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience</p> <p>Able to present research results at group meetings and conferences</p> <p>Able to write up research results for publication in leading peer-viewed journals</p> <p>Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes</p>		Interview/Application
Other skills and behaviours	<p>Understanding of relevant Health &amp; Safety issues</p> <p>Positive attitude to colleagues and students</p>		Interview/Application
Special requirements	Able to attend national and international conferences to present research results		Interview/Application

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" 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 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			
Extremes of temperature (eg: fridge/ furnace)			
## 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:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## 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)			
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			