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| Last updated: | 09.02.2023 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| School/Department: | Mathematical Sciences / Operational Research | | |
| Faculty: | FSS | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Research Supervisor, Head of Operational Research, Head of School of Maths | | |
| Posts responsible for: |  | | |
| Post base: | Office-based | | |

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| Job purpose |
| To undertake research in operational research under the guidance of the grant holder, supporting the DFG funded project.  To enhance the research profile of the University by publishing leading research in these areas and disseminating work at international meetings. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To develop and carry out an area of funded research on the project | 50 % |
|  | 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 % |
|  | Contribute to the writing of bids for research funding. | 10 % |
|  | Investigate models and approaches to test and develop them. | 10% |
|  | Collaborate/work on original research tasks with colleagues in other institutions. | 5 % |
|  | Participate in group seminars and workshops, collaborate with research students and other members of the research group. | 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% |
|  | Supervise the work of junior research staff. | 3 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 2 % |

| Internal and external relationships |
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| Direct responsibility to the project who is the holder of the grant.  Members of the international scientific community, for collaboration and dissemination of results.  May have 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 |
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| To attend national and international conferences for the purpose of disseminating research results. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD in operations research, mathematics, or a related area.  Detailed understanding and experience of discrete optimization.  Experience of coding in a modelling language such as Python or GAMS | At least one publication related to the theory of optimization. | Application, references |
| Planning and organising | Able to organise own research activities to deadline and quality standards |  | Application, references, 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, references, 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, references, 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, references, interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students  Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. |  | Interview |
| Special requirements | Able to attend national and international conferences to present research results |  | Interview |

**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) |  |  |  |
| ## 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 |  |  |  |