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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow - Synthesis endofullerenes and their metal salts.** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2119 - Natural and social science professionals | | |
| School/Department: | Chemistry and Chemical engineering | | |
| Faculty: | Engineering and Physical Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Prof. Richard Whitby | | |
| Posts responsible for: |  | | |
| Post base: | Non Office-(laboratory) based (see job hazard analysis) | | |

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

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To develop and carry out an area of personal research. | 75 % |
|  | 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. | 5 % |
|  | Contribute to the writing of bids for research funding. | 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. | 10 % |
|  | 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 % |

| 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.  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 be available to participate in fieldwork as required by the specified 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 synthetic organic or inorganic chemistry  Wide experience of practical synthetic organic chemistry.  Experience of handling and characterising highly air sensitive compounds.  Evidence of ability to produce work of publishable quality, particularly with regards to compound characterisation. | Experience of HPLC  Experience of use of glove box and Schlenk lines for handling air sensitive material | CV, references and interview |
| Planning and organising | Able to organise own research activities to deadline and quality standards |  | CV, references 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 |  | CV, references and interview |
| Management and teamwork | Able to supervise work of junior research staff, delegating effectively  Able to contribute to group management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | CV, references 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 |  | CV, references and interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | CV, references and interview |
| Special requirements | Able to attend national and international conferences to present research results |  |  |

**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 |  |  |  |
| 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 |  | x |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  | x |  |
| Gross motor grips |  | x |  |
| 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 |  |  |  |