Job Description and Person Specification (HR5)



Job Description								
Academic Unit/Department:	FEE/ISVR/SPCG							
Post Title:	Research Fellow							
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ERE Category	Academic		earch x	Teaching		Enterprise	Education Development	
Post Responsible to (and Level):		Res	earch X	Teaching			Education	
Post Responsible to	Academic	Res	earch X	Teaching			Education	

Job Purpose:

To undertake research in accordance with the specified research project under the supervision of the award holder.

Ke	y Accountabilities/Primary Responsibilities (6-10 bullet points maximum)	% Time
1.	To undertake research under the supervision of the grant holder on a project to develop novel signal processing strategies to exploit structure in data matrices.	60
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.	Investigate models and approaches to test and develop them.	5
5.	Collaborate/work on original research tasks with colleagues in other institutions.	5
6.	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	5

	and timely formal reporting and financial control.	
7.	Supervise the work of junior research staff.	5
8.	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 & External Relationships: (nature & purpose of 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 Academic Unit 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 project. To attend national and international conferences for the purpose of disseminating research results.

Person Specification			
Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:			Application
PhD in Signal Processing, applied mathematics or related area	✓		and interview
Strong background in mathematics	✓		
Detailed understanding and knowledge of compressed sensing and matrix completion		✓	
Knowledge of MATLAB	✓		
Experience in fMRI analysis		✓	
Planning and Organising:			Application and interview
Able to organise own research activities to deadline and quality standards	✓		and interview
Problem Solving and Initiative:			Application and interview
Able to develop understanding of complex problems and apply in-depth knowledge to address them	✓		and interview
Able to develop original techniques/methods	✓		
Management and Teamwork:			Application
Able to supervise work of junior research staff, delegating effectively		✓	and interview
Able to contribute to Academic Unit management and administrative processes		✓	
Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development	✓		
Communicating and Influencing:			Application and interview
Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience	4		and interview

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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	✓	
Other Skills and Behaviours:		Application
Understanding of relevant Health & Safety issues	✓	and interview
Positive attitude to colleagues and students	✓	
Special Requirements:		Application
Able to attend national and international conferences to present research results	✓	and interview

Job Hazard Analysis Form - Appendix to Job and Person Specification

Please tick **one** of the following statements:

This post is an office-based job with routine office hazards e.g. use of VDU (if ticked, no further information needs to be supplied)	Х
This post has some hazards other than routine office e.g. more than use of VDU	

Please tick all those that apply, and put N/A if not applicable

Environmental Exposures	0*	F	С
Outside work			
Extremes of temperature (e.g. fridge/ furnace)			
Potential for exposure to body fluids ##			
Noise (greater than 80 dba - 8 hrs twa) ##			
Exposure to hazardous substances (e.g. solvents, liquids, dust, fumes, biohazards) Specify##			
Frequent hand washing			
lonising radiation			
Equipment/Tools/Machines used			
Food Handling ##			
Driving university vehicles (e.g. car/van/LGV/PCV) ##			
Use of latex gloves (note: prohibited unless specific clinical necessity) ##			
Vibrating tools (e.g. strimmers, hammer drill, lawnmowers) #	##		
Physical Abilities			
Load manual handling			
Repetitive Crouching/Kneeling/Stooping			
Repetitive Pulling/Pushing			
Repetitive Lifting			
Standing for prolonged periods			
Repetitive Climbing i.e. steps, stools, ladders			
Fine motor grips (e.g. 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 ##			

O – Occasionally (up to 1/3 of time); F – Frequently (up to 2/3 of time); C – Constantly (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

FOR ACADEMIC UNIT/SERVICE USE ONLY	ResourceLink Post Number			
Which post does this job report to				
Is this post a Line Manager?	Yes		No	
If yes, which posts directly report into it?	ResourceLink Post Number			
Post 1				
Post 2				
Post 3				
Post 4				
Post 5				
Post 6				
Post 7				
Post 8				
Please add additional rows as required				