RESEARCH ASSISTANT/ASSOCIATE

COLLEGE OF SCIENCE & ENGINEERING

SCHOOL/INSTITUTE

Research and Teaching

GRADE 6/7

 \*\*\*Personalise sections in ‘red’ to specific project and appointment as necessary\*\*\*

**Job Purpose**

You will contribute to a project (*Title/Aim*) working with (*PI’s name and/or Partners name*). Specifically, the job requires expert knowledge in *XXX*X.  The successful candidate will also be expected to contribute to the formulation and submission of research publications and research proposals as well as help manage and direct this complex and challenging project as opportunities allow.

**Main Duties and Responsibilities**

Perform the following activities in conjunction with and under the guidance of the Principal/Co Investigator:

*Subject specific tasks: add separately or embed within generics below. Delete Grade 7 elements if only Grade 6 position.*

* **Plan and conduct assigned research** individually or jointly in accordance with the project deliverables and project/group/School/College research strategy.
* Contribute to the acquisition, set up, maintenance and integration of experimental apparatus or computational kit, or in setting up theoretical **models** or analysis strategies.
* D**ocument** research output including analysis and interpretation of all data, maintaining records and databases, drafting technical/progress reports and papers as appropriate.
* Develop and enhance your **research profile and reputation** and that of The University of Glasgow/School/Research Group, including contributing to **publications** of international quality in high profile/quality refereed journals, enhancing the research **impact** in terms of economic/societal benefit, and gathering indicators of esteem.
* Contribute to the **presentation** of work at international and national conferences, at internal and external seminars, colloquia and workshops to develop and enhance our research profile.
* Contribute to the identification of potential **funding** sources and to assist in the development of proposals to secure funding from internal and external bodies to support future research.
* C**ollaborate** with colleagues and participate in **team/group** meetings/seminars/workshops across the research Group/School/College/University and wider community (e.g Academic and Industrial Partners).
* Contribute to the organisation, **supervision, mentoring** and training of undergraduate and/or postgraduate students and less experienced members of the project team to ensure their effective development.
* **Perform administrative** tasks related to the activities of the research group and School, including **Budgets/Expenditure**
* Contribute to **outreach and recruitment** activities of The University of Glasgow.
* Carry out modest **Teaching** activities (e.g demonstrating etc) and associated admin as assigned by the Head of School and in consultation with Principal Investigator.
* Be responsible for **safety** management related to the organisation and running of Laboratory and/or Experimental techniques, equipment and processes as appropriate.
* Keep up to date with **current knowledge** and recent advances in the field/discipline.
* Engage in personal, professional and career **development** to enhance both specialist and transferable skills in accordance with desired career trajectory.
* Undertake **any other duties** of equivalent standing as assigned by the Head of School and/or PI.

These key tasks are not intended to be exhaustive but simply highlight a number of major tasks which the staff member may be reasonably expected to perform.

**For appointment at grade 7:**

* Perform the above duties with a higher degree of independence, leadership and responsibility, particularly in relation to planning, funding, collaborating and publishing research, and mentoring colleagues.
* Establish and sustain a track record of independent and joint published research to establish and maintain your expert reputation in the subject area.
* Survey the research literature and environment, understand the research challenges associated with the project & subject area, & develop/implement a suitable research strategy.

**Knowledge, Qualifications, Skills and Experience**

**Knowledge/Qualifications**

**Essential:**

A1 A first degree in a relevant subject or a cognate discipline, or equivalent

A2 Specialist theoretical and practical knowledge of *XXX* (project specific)

A3 A comprehensive and up-to-date knowledge of the wider subject area or subject specialism

A4 Knowledge of specialist IT software (eg. Matlab, LabView, R, S-plus, SAS) as appropriate

A5 Knowledge of project-specific technical models, equipment or techniques

**Desirable:**

B1 An awarded (or recently submitted or near completion) PhD in subject specialism or equivalent

**For appointment at grade 7:**

**Essential:**

A6 An awarded PhD in subjected specialism or equivalent

A7 *Specify A2-5 at a higher level or deeper specialisation if appropriate*

**Skills**

**Essential:**

C1 Project or subject specific skills

C2 Research creativity and cross-discipline collaborative ability as appropriate.

C3 Excellent communication skills (oral and written), including public presentations and ability to communicate complex data/concepts clearly and concisely

C4 Excellent interpersonal skills including team working and a collegiate approach

C5 Appropriate workload/time/project/budget/people management skills

C6 Extensive IT and data analysis/interpretation skills as appropriate.

C7 Self motivation, initiative and independent thought/working

C8 Problem solving skills including a flexible and pragmatic approach

**For appointment at grade 7:**

C9 Good Team Leadership skills

C10 *Specify C1, C2, C5, C7 & C8 at a higher level or deeper specialisation as appropriate*

**Experience**

**Essential:**

E1 1-2 years relevant research experience or equivalent

E2 Project or subject specific experience

E3 Experience of scientific writing

E4 Proven ability to deliver quality outputs in a timely and efficient manner

E5 Evidence of an emerging track record of publications in a relevant field

**For appointment at grade 7:**

E6 5 years relevant research experience normally including 1-2 years postdoctoral experience in a related field

E7 A track record of presentation and publication of research results in quality journals/conferences

E8 Experience of making a leading contribution in academic activities

E9 Ability to demonstrate a degree of independence as illustrated by identification of project objectives from assessment of the literature, design & analysis of experiments & drafting of papers.

E10 Experience in undertaking independent research

**Desirable:**

E11 An emerging national or international reputation

**Job Features**

\*\*\*Do not edit unless necessary for specific project and appointment to identify the context the role is performed in\*\*\*

**The aspects described below will be performed in conjunction with and under the guidance of the Principal/Co Investigator.**

**Dimensions**

To carry out a range of research activities and functions within academic environments of the highest national or international quality

Publish as appropriate to subject specialism within agreed timescales

Informal supervision and support of less experienced members of the project team e.g. postgraduate and project students

Undertake teaching or other duties in accordance with school policy

Engage in personal, professional and career development to enhance both specialist and transferable skills in accordance with desired career trajectory

**Planning and Organising**

Management of time and prioritisation of research, teaching and administrative duties

Planning, organisation and implementation of research project on a weekly/monthly basis

Plan research directions that are within the available budget

React to varying project needs and deadlines

**Decision Making**

Undertake decision making on all aspects of research project/activities

Prioritise own, and where appropriate delegate to junior team members’, workload

Decide on research directions and goals within remit of original project proposal

Adjust research approaches to meet project outcomes

Identify best journals for publication and meetings/conferences to attend

Purchase of equipment and materials

**Internal/External Relationships**

University colleagues: to exchange information to ensure efficient working and to facilitate cross disciplinary working

External bodies/collaborators: proactively maintain co-operation and links at all levels to enhance profile and reputation

Dissemination: Preparation and presentation of reports/results and participation in meetings and conference calls

**Problem Solving**

Research including technical and theoretical aspects/problem solving and development of novel ideas

Be aware of project and budgetary issues, equipment lead times

Assistance of undergraduate/postgraduate students and junior team members with problems relating to research project

**Other**

Representation of the University/College/School through presentation at national and international events

Attendance at training events to learn and implement new research technologies

Prepared to travel to meetings in the UK/Europe and elsewhere as required by the University