

## Job Title

### 1 JOB DESCRIPTION

([Guidance notes](#) are available to assist in completion of this template)

Faculty / School or Division: **Name of the 'Parent' Faculty**

Faculty/School or Division Address: **Name of the School and full address**

<b>Job Family:</b>			
<b>Grade/Pathway:</b>	/Two	<b>Salary range:</b>	This will vary depending on the career pathway and the flexibility you have regarding which profile level you appoint to on the pathway. Information on the University's Starting Pay Policy can be found at: <a href="http://www.bristol.ac.uk/hr/resourcing/practicalguidance/selection/salary.html">http://www.bristol.ac.uk/hr/resourcing/practicalguidance/selection/salary.html</a>
<b>Hours of work:</b>		<b>Contract type:</b>	(if fixed term specify the length of contract). Further information on the appropriate use of fixed term contracts can be found at <a href="http://www.bristol.ac.uk/hr/ftc-index/">http://www.bristol.ac.uk/hr/ftc-index/</a>
<b>Work pattern:</b>	Full or Part time	<b>Vacancy Reference Number:</b>	

#### 1.1 Main Job Purpose

Please provide a brief outline of the main purpose of the role. The main job purpose outlines the overall contribution the job makes to the success of the University's goals, or, alternatively, 'why' the role exists. A brief statement here should explain:

- What the post is intended to achieve,
- How the post adds to the successful teaching/research of the Department, and, by implication,
- What would be lost if the post was not filled

Please refer to the relevant Academic Career Pathway Role Profile(s) relating to this role in order to ensure that this section is aligned with the role summary.

## 1.2 Main Statement of Responsibilities

Please provide statements of responsibility relating to Teaching, Research and Administrative duties as appropriate.

Please refer to the relevant Academic Career Pathway Role Profile(s) relating to this role in order to ensure that this section is aligned with the responsibilities.

### Research Responsibilities

- Describe the particular contribution to **research project(s)**, making clear the extent of independent responsibilities, both in terms of the intellectual component of the research and oversight of other people.

### Administration Responsibilities

- Set out the **administrative and managerial responsibilities**.

### Teaching Responsibilities

As this role is a Pathway 2 (Research) role, there are no formally specified teaching duties required of the role-holder. However, other commitments permitting, the role-holder may be given development opportunities to undertake activities such as teaching on Masters and Doctoral programmes and/ or supervising MSc dissertations within the School of XXXX, as appropriate.

## 1.3 Relationships

Line manager:

Line manager to (where appropriate):

## 1.4 Organisation Charts

## 1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

(Please refer to the guidance notes at:

<http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/checks.html>)

The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

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**(IF THERE ARE NO JOB HAZARDS/SAFETY CRITICAL DUTIES PLEASE DELETE PARAGRAPHS ABOVE AND STATE "NOT APPLICABLE")**

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## 2 PERSON SPECIFICATION

The person specification provides the selection criteria that are the key to a systematic and effective recruitment and selection process.

Please list the qualifications, skills, knowledge and experience that are essential to carry out the job effectively (i.e. those qualities candidates will need on appointment to the role) and those that are desirable.

Please refer to the relevant Academic Career Pathway Role Profile(s) relating to this role in order to ensure that this section is aligned with the 'qualifications, skills, knowledge and experience needed at appointment' section.

### 2.1 Relevant Experience, Skills and Knowledge

#### *Essential*

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#### *Desirable*

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### 2.2 Relevant Qualifications

#### *Essential*

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#### *Desirable*

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### 2.3 Communication and Interpersonal Skills

#### *Essential*

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#### *Desirable*

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## 2.4 Additional Criteria

### *Essential*

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### *Desirable*

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## 3 CAREER PATHWAY AND OTHER RELEVANT INFORMATION

### 3.1 Career Pathways

All members of academic staff have a clear career pathway involving a series of levels with distinct role profiles, each with its unique requirements. Each profile sets out what is expected of an academic at the particular level. The role profiles also set out a collection of competencies expected for each level. Progression or promotion to the next level will occur after these competencies have been attained and where a role at the higher level is available.

The academic pathways are as follows:

**Career Pathway One** - academic roles that combine teaching, research and administrative duties.

**Career Pathway Two** - academic roles focusing on research and associated administrative duties.

**Career Pathway Three** – academic roles focusing on teaching and associated administrative pathways

This post is located on Pathway Two. Role Summaries setting out what is expected of an academic at each particular profile level on pathway two can be found below. Please note that an appointment may be made at any level of the pathway.

A schematic diagram of the career pathways can be found at <http://www.bristol.ac.uk/hr/grading/academic/>.

For Pathway Two roles progression to the next level will only occur where a role has been identified as being eligible for progression, having reached the relevant point on the salary scale and after the relevant competencies have been attained. A progressable role is a role at Level b or Level c that has been determined as being eligible for progression by the Head of Department, based on departmental needs, priorities and funds. Individuals in progressable roles at Level b or Level c are expected to develop their skills, knowledge and experience in order to ultimately progress to Level c or Level d, as applicable. A non-progressable role is one either at Level a (which are not subject to formal progression arrangements, although there may be opportunities to develop into a Level b role, based on departmental needs, priorities and funds), or at Level b or c for which the Head of Department has identified an ongoing need at that particular level. Movement to Level e will be by promotion only.

#### 3.1.1 Role Summaries (Delete as appropriate)

##### Research Associate (Level a)

Role holders at this level are concerned with *assisting* an individual research leader or team to conduct a particular study (or group of studies). They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others. They will be working under close supervision by, and direction from, a more senior researcher, who will be

ultimately responsible for the project. This may be the entry level for some staff who are expected to train and/or develop to take on more senior researcher roles. Role holders will be provided with academic and pastoral support within the department (including counselling on realistic career opportunities) and training will be available designed to develop their competences and to prepare them to take on more responsibilities associated with a higher grade.

#### **Senior Research Associate (Level b)**

Role holders at this level will be experienced and professional researchers (or have considerable professional experience) and will be specialists in a particular area or methodology, drawing upon knowledge gained from postgraduate research and/or working within a Level a role. They will be *associated* with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will be expected to do some writing for dissemination outside the Department. They will still be working under supervision, but will be expected to take significant initiatives in their work and consult with the Principal Investigator over the details of the project. They may, where practical, contribute to the department's teaching, through supervision of projects, overseeing practical classes, or taking small group classes. They will be provided with academic and pastoral support within the department and training will be available designed to develop their competences (including counselling on realistic career opportunities) and prepare them to take on more responsibilities associated with a higher grade.

#### **Research Fellow (Level c)**

Role holders at this level will have substantial experience of research (normally not less than six years). They will initiate and take responsibility for some research projects and may be Principal Investigators or, where a Research Council does not permit this, act as though they were Principal Investigators. They will be involved in administration relevant to their projects (e.g. helping to prepare bids for research funding), managing other researchers and monitoring research budgets. They will be expected to be undertaking research individually and/or collectively and to be advancing the state of knowledge and understanding within their particular area of expertise. They will be publishing regularly in high quality outlets. They are likely to provide some teaching support for the department (consonant with the terms of their funding). They will be expected to be establishing a growing reputation within their particular research field and academic discipline and to be developing and demonstrating intellectual independence.

#### **Senior Research Fellow (Level d)**

Role holders at this level will have extensive experience in research and research management. They will normally be Principal Investigators, leading collaborative research bids and research teams, or driving forward innovative research themselves. They will be involved in scholastic projects (e.g. editing journals and academic books), and be making a significant leadership and/or management contribution within their department or the wider university, to be participating in national/international academic networks and conferences. They may be transferring their knowledge through some teaching and/or supervision to undergraduate or graduate students (consonant with the terms of their funding). Role holders at this level will be independent researchers and will have an established national and growing international reputation within their academic discipline generally and research field in particular.

#### **Professorial Research Fellow (Level e)**

Role holders at this level will have very extensive experience of research leadership and related management/administration. They will enjoy a wide recognition for their expertise within the academic community internationally (as evidenced by conference invitations, journal editorships, office holding in specialist groupings, associations with appropriate Research Councils etc.). They

will have made recognised and significant contributions to the developing knowledge and understanding of their research area. They will already have responsibilities for the creation, initiation, development and overall management of significant research programmes. They will 'profess' their discipline within the Department, as appropriate and consonant with the terms of their funding. They may also carry significant leadership roles within the Faculty or University.

**3.2 Additional Statistical Information.** This can also include any other relevant contextual or specific role or team information not included elsewhere

**3.3 Relevant Physical and Environmental Information**

**3.4 Key Contacts**

**Contact Type**

**Purpose of Contact**

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