# Job description



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| **Date last reviewed**:  |   | [ ]  |
| **Faculty/Directorate:**  |  | [ ] |
| **Department**:  |   | [also include name of research group ] |
| **Title of post**:   |   | Research Fellow in [ ]  |
| **Grade of post**:   |   | 8  |
| **Post number**:   |   | [ ]  |
| **FT or % P/T**:   |   | [ ]  |
| **Permanent/Temporary**:   |   | [ ]  |
| **Principal location of work**:   |   | [ ]  |
| **Immediate line manager**:   |   | [ ]  |
| **Staff managed**:  |   | None  |
| **Qualifications required for post**:   | Good first degree or postgraduate qualification and a PhD in the research-related area. |
| **Experience required for post**:   | Experience as an independent researcher or post-doctoral researcher in which some aspects of the work provide evidence for capacity for independent research, in the relevant research area with at least one high quality publication as evidence of research excellence. Experience of assisting in the writing of successful funding bids. |
| **Overall purpose of post**:  |   |

To undertake independent research and a small amount of teaching-related duties as the foundation of an academic career.

**Main duties:**

1. Establish a programme of independent research that complements that of the Department, School or Research Centre.
2. Plan own workload within parameters of overall research plan.
3. Take responsibility for the design and implementation of research methodologies including, for example, the writing of questionnaires, and the design of interview protocols, experimental design, ethics approval.
4. Undertake statistical analysis of data using appropriate quantitative and qualitative techniques.
5. Keep accurate records, prepares reports and/or publications as appropriate and make presentations at a variety of meetings both in the University and externally.
6. Write proposals as PI or co-PI for research grant submissions and identify sources of funding.
7. Lead on the writing up and dissemination of research findings.
8. Author, including jointly, publications of a quality that are REF returnable.
9. Undertake a small amount of teaching and assessment and supervision of projects/dissertations for undergraduate students.
10. Coach and mentor postgraduate/PhD students and where appropriate gain experience of PhD supervision.
11. Participate in appropriate career development programmes, including obtaining the University’s Postgraduate Certificate in Teaching in Higher Education and the Research and Research Management training course.
12. Participate in the annual Personal Development and Review process and staff development activities.
13. Any other duties given by the Head of the research commensurate with the level and responsibility of this post.

**Closing date:** TBC

**Ref:** type here

Please return completed application forms to: Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX.

\*Please note: The successful applicant will need to be subject to a background disclosure check by the Disclosure and Barring Service (DBS) before any appointment can be confirmed. A copy of the CRB Codes of Practice concerning background checks is available for all applicants, upon request.

\*delete if not applicable