

Research Assistant

The grade primarily applies to a trainee and is the usual entry level for staff embarking on a research career. A Research Assistant is normally expected to have a first degree or equivalent.

Range of Research Activities and Responsibilities

- Identifying appropriate methods of investigation or analysis according to data and objectives
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist
- Interpreting and analysing patterns or trends in data
- Managing large scale databases
- Conducting literature reviews
- Assisting in the writing of reports
- Contributing to the organisation of conferences, seminars and workshops
- Supporting team members to reach common goals
- Managing own research and administrative activities, with guidance
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre.

Research Officer

A Research Officer will have a PhD, be working towards completion of a PhD, or have other research experience that demonstrates the capability to produce independent original research. They will generally work on externally funded contracts under the direction and guidance of a Principal Investigator, a Centre Director, or have a mentor in the Department/Institute.

Range of Research Activities and Responsibilities

- Conducting research projects or programmes either independently or in a team
- Demonstrating the ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies
- Designing and conducting field-work
- Contributing to the formulation of peer reviewed research grant proposals
- Writing up research for publication in a variety of modes including peer reviewed journals
- Initiating and sustaining links with external bodies to foster collaboration
- Presenting research papers at conferences
- Organising conferences, seminars and workshops
- Contributing creative solutions to research challenges.

Activities relating to administration and management and/or School service may include:

- Playing a constructive role in the life of the Centre/Institute/Department
- Managing the activities of research assistants on a day-to-day basis.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre.

Research Fellow

Research Fellows will normally carry a level of responsibility and a range of duties appropriate to a person with substantial research experience. A Research Fellow will normally hold a PhD, or through other research experience will show the capability to produce independent original research. They will generally work under the direction of a Principal Investigator or Centre Director on project-specific contracts. A distinguishing feature from Research Officer level will be involvement in leading a small project team or assisting in the running of a large research group, under the overall direction of a Principal Investigator/Centre Director.

Range of Research Activities and Responsibilities

- Developing a coherent programme(s) of research
- Demonstrating the ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies
- Formulating peer reviewed research grant applications
- Leading a small project team or assisting in the running of a large research group
- Developing a body of high-quality publications in peer reviewed outlets
- Acting as a reviewer for academic journals and research grant applications
- Initiating and sustaining links with external bodies to foster collaboration and influence decision-making
- Presenting research at national and international conferences
- Organising conferences, seminars and workshops
- Developing creative approaches to research challenges
- Acting as a point of reference for others and contributing to the development of new knowledge and understanding within the field
- Developing a national/international reputation for research in their area of expertise.

Activities relating to administration and management and/or School service may include:

- Playing a constructive role in the life of the Centre/Institute/Department
- Training and managing the work of research assistants
- Supervising Masters students.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Centre Director.

Senior Research Fellow

Roles at this level are held by individuals experienced in research, and may have progressed from Research Fellow level. While the balance of activities will vary, promotion to Senior Research Fellow will normally require evidence of sustained high quality work in scholarly research and publication, recognition of excellence in research, and in contributions to centre/departmental administrative and collegial activities. A distinguishing factor from Research Fellow level will be an established international reputation and standing in the field.

Range of Research Activities and Responsibilities

- Developing and extending their own research programme(s)
- Having responsibility for the operational planning and organisation of larger projects or an area of work
- Co-ordinating a number of teams or projects on a longer term basis
- Leading the development of creative approaches in response to research challenges
- Formulating peer reviewed research grant proposals
- Achieving success in attracting peer reviewed external funding
- Acting as a peer reviewer for research grant applications
- Leading a large project team or assisting with the running of a number of research teams
- Having a substantial publication record in peer reviewed high quality outlets
- Acting as a reviewer for academic journals
- Initiating and sustaining links with external bodies to foster collaboration and attract external funding under the guidance of the Principal Investigator/Centre Director
- Organising conferences, workshops and seminars
- Giving invited papers to national and international conferences
- Providing expert opinion and commentary to external audiences and bodies
- Externally recognised international reputation for research.

Activities relating to administration and management and/or School service may include:

- Contributing to the overall management of the centre/ department in areas such as budget management and business planning and contributing to centre / departmental level strategic planning
- Contributing specialist teaching
- Supervising Masters/ PhD students
- Managing junior researchers, including providing advice and guidance on career development

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Centre Director.

Principal Research Fellow

Roles at this level will typically reflect outstanding contributions to research and scholarship. Individuals will have a substantial body of peer reviewed publications in high quality outlets. They will have established an international reputation through significant contributions to their discipline/field.

Range of Research Activities and Responsibilities at Principal Research Fellow

- Playing a leading role in the development of the host unit's strategic research policy and driving the intellectual agenda
- Being responsible for the operational planning and organisation of larger significant projects.
- Co-ordinating a number of teams or projects on a longer-term basis
- Determining the overall direction of major research projects
- Liaising with national research bodies to identify future research requirements
- Achieving substantial success in attracting peer reviewed external funding
- Initiating and co-ordinating peer reviewed funding bids which develop and sustain research support for the specialist area in the medium / longer term
- Contributing to the development of teams and individuals and providing advice on career development
- Managing teams of researchers
- Generating and implementing creative approaches to significant research challenges
- Publishing in top quality, international, peer reviewed outlets
- Acting as a reviewer for academic journals
- Giving invited papers to national and international audiences
- Advancing the profession or subject through liaison with external bodies, influencing external developments and generating benefits for the institution as a whole
- Providing expert opinion and commentary to external audiences and bodies
- Leading the monitoring and enhancement of quality in research within the research centre/department
- An international reputation for research through the impact of a sustained programme of research

Activities relating to departmental /School management and administration may include:

- Contributing to the overall management of the research centre/department in areas such as budget management and business planning and contributing to Centre/Institute/Departmental level strategic planning
- Supervising Masters/ PhD students
- May be required to teach or train others on specific areas relating to their research, assessing performance and providing feedback.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Centre Director.

Professorial Research Fellow

Roles at this level reflect internationally recognised leadership of research and agenda setting contributions to the discipline/field.

Range of Research Activities and Responsibilities

- Leading major peer reviewed funding bids for research programmes
- Planning and directing research programmes of outstanding quality and international significance
- Determining the overall direction of major research projects, liaising with national research bodies to identify future research requirements
- Establishing/directing/co-directing Research Centres
- Leading and managing the activities of teams of researchers
- Publishing work of outstanding quality and significance
- Chairing and participating in national and international committees e.g. Research Funding bodies, European Commission committees etc
- Advancing the discipline or profession through liaison with external bodies, influencing external developments and generating benefits for the institution as a whole
- Being a member of boards of international journals and other national and international disciplinary bodies
- Providing expert opinion and commentary to external audiences and bodies
- Providing advice to government bodies

Activities relating to Centre/Institute/Departmental/School management and administration may include elements of:

- Leading the strategic research development of the Centre/Institute/Department
- Contributing to the overall management of the Centre/Institute/Department in areas such as budget management, business planning, appointments and career development
- Being party to strategic decisions at institutional level, e.g. through office holding and chairing/ membership of School committees
- Supervising Masters/ PhD students

Activities relating to the field, academic and professional body:

- Participating and occasionally leading national and international professional bodies and other initiatives concerned with promoting the interests of the social sciences or a particular discipline/field