



**Faculty of Technology**

**Institute of Industrial Research**

**Senior Research Fellow**

**ZZ003794**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range from £38,833 to £47,722 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | [Institute of Industrial Research](javascript:void(0);) |
| **Position Reference No:** | ZZ003794 |
| **Cost Centre:** | 41650 |
| **Responsible to:** | Professor David Brown |
| **Responsible for:** | Direct supervision of at least 3 research staff |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| SRF will technically manage multiple externally funded projects on behalf of the Director of the IIR. They will be involved in planning the technical and business strategies of the IIR. Then SRF will be one of the technical leads’ within the IIR and will direct staff such as Research Fellows, Senior Research Associates and Research Assistants.  They will also write papers for research journals and conferences as well as identifying potential sources of income and be active in applying for funding.  They will also contribute to the growing research culture within the IIR.  These research projects are funded by a wide variety of sources (e.g. Innovate UK, BIS, Dstl) and involve an in-depth analysis of many large and varied data sets (e.g. camera footage, radar imagery, vessel performance data, vehicle tyre and brake data, machine vibration, torque and pressure) to achieve multiple KPIs for the University and for the industrial partners. |

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| **Key Responsibilities:** |
| 1. To technically manage and be responsible for the completion of various existing projects which range from manufacturing to transportation 2. To present research project findings to a variety of stakeholders and to write papers, research journals and materials general publication 3. Required to identify and actively pursue potential sources of research income from UK and EU funding agencies.   **Line Management Responsibilities**   1. Line management responsibility for Research Assistances and Senior Research Associates 2. Assignment of tasks to best deliver the project in a timely fashion 3. To liaise with the Director of the IIR to ensure the efficient operation of the research team 4. Contribute to the operational planning and development of the department. 5. Investigate performance, disciplinary and grievance matters when necessary following University procedures. 6. Conduct performance & development review (PDR), recruitment, induction and training of staff. 7. Deputise for Director of the IIR where appropriate. 8. Represent the IIR at meetings where appropriate.   **Additional expectations of the role holder**   1. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload. 2. Can lead a research team on behalf of the Director. 3. To communicate with team members and have involvement in planning, chairing working parties and leading/initiating research networks 4. To contribute as IIR technical advisor within IIR management meetings 5. To attend project meetings when required providing relevant and timely information, in order to aid decision making 6. To solve problems that may occur during the length of the research project by applying specialist knowledge 7. To develop methodologies and design data gathering and analytical techniques that can be used by others in order to analyse, interpret and evaluate research data 8. Can deliver short one-off training sessions or lecturers such as explaining how to conduct literature or database searches 9. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims 10. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 11. Any other duties as required by the Director of the IIR |

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| **Working Relationships:** |
| 1. Managed by Prof. David Brown, Director of the IIR 2. Working with other researchers in the IIR and with external research collaborators (e.g. Prof. Tolga Bektas, Prof. Dr David Garrity, Dr Neil Grice). 3. Liaising with research and academic colleagues and support/technical subcontracting staff on day-to-day issues 4. Managing research students/assistants/associates operating in the same department. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of writing research funding applications | E | AF |
|  | Research experience of collecting qualitative data | E | AF |
|  | Ongoing research experience in (please state subject) or related field | E | S |
|  | Previous experience of successfully managing a research project through to completion | E | S |
|  | Previous experience of managing staff | E | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E | AF |
|  | Ability to plan, organise and prioritise workloads | E | AF |
|  | Good communication and interpersonal skills | E | S |
|  | Good report writing skills | E | AF |
|  | Statistical data analysis skills | E | AF |
|  | Excellent presentation skills | E | S |
|  | Project Management skills | E | AF |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject or equivalent professional experience | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to motivate and engage others in research | E | AF |
|  | Ability to work on own initiative and as part of a team | E | AF |
|  | Ability to work to tight deadlines | E | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | David Brown |
| **Date** | 30.01.17 |
| **Extension number** | 07831631672 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.