

## **DAPHNE JACKSON FELLOWSHIP GENERIC JOB DESCRIPTION**

### **Key Tasks for a Daphne Jackson Fellow**

Daphne Jackson Fellows will be required to:

- Conduct their individual research project, including planning and managing research activity and resources in collaboration with their supervisor and other group members to meet objectives and deliverables.
- Follow the re-training programme defined in their Fellowship proposal.
- Develop research objectives and proposals for their research on a continuous basis.
- Understand and convey material of a specialist or highly technical nature to the team or group of people through presentations and discussions.
- Write and present research papers and publications.
- Use initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio.
- Engage in networking activities to make internal and external contacts, to develop knowledge and to form relationships for future research collaboration.

### **Main Responsibilities and Activities**

#### ***Communication and Dissemination of Research***

- Participate in and present research at internal group meetings and seminars.
- Deliver oral and poster presentations at conferences.
- Write up research work for publication in peer-reviewed journals and prepare periodic progress reports for the Daphne Jackson Trust and sponsors.

#### **May include:**

- Awareness of the remit and priority areas of the relevant Research Councils and potential funding bodies.
- In collaboration with their supervisor, contribute to writing research proposals and applications to external bodies for funding purposes.

### ***Teamwork and Motivation***

- Play a proactive role in the research team.
- Attend and contribute to relevant meetings.

#### **May include:**

- Provide supervision, support and guidance to research team members and assigned undergraduate project student(s), as appropriate.

### ***Networking and Liaison***

- Exchange information with internal and/or external contacts and collaborators for effective working.
- Build relationships and contacts to facilitate future research collaboration.

#### **May include**

- Collaborate with academic colleagues on areas of shared research interest.
- Hold memberships of professional societies and external research networks.

### ***Decision Making***

- Make decisions on both an individual and collaborative basis that have an impact on the research team, e.g. decide in consultation with colleagues the best methodology and course of action for a research project, procurement of consumable items within an agreed budget, COSHH assessment of hazards, etc.
- Make independent decisions relating to the research project in the absence of the supervisor.

#### **May include:**

- Provide input and recommendations to inform decisions of others, e.g. advise PhD and undergraduate project students.

### ***Planning and Organising***

- Plan and organise research work to meet project deadlines, with particular consideration given to time management due to the part-time nature of the Daphne Jackson Fellowship.

#### **May include:**

- Plan and oversee the work of undergraduate project students.

### ***Initiative and Problem Solving***

- Use new research techniques and methods as set out in the Fellowship re-training programme.
- Take responsibility for designing experiments.
- Keep up to date with new developments in relevant knowledge and techniques and adapt the research project accordingly.
- Develop specialist knowledge in the research area necessary to devise solutions to unprecedented and unexpected challenges, in collaboration with the supervisor.

### ***Analysis and Research***

- Evaluate and interpret research data and generate original ideas based on the outcomes.

- Develop research objectives and proposals.
- Continually update knowledge and understanding in the research field or specialism.
- Translate knowledge of advances in the subject area into research activity.

### ***Work Environment***

- Ensure compliance with legal and regulatory requirements in respect of equality and diversity, data protection, copyright and licensing, security, financial and other University policies, procedures and codes as appropriate.
- Maintain safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation.

### ***Teaching and Learning Support***

#### **May include:**

- Could be expected to contribute to teaching and demonstrating (no more than three hours per week)
- Providing hands-on coaching to undergraduate project student on all aspects of research work including written work and reports.

### ***Knowledge and Experience***

- Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work on the proposed research programme.
- Engage in continuous professional development.