**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Research Fellow |
| **Grade:** | GR7 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Job Summary:** | Develop and conduct individual and/or collaborative research projects, acting as principal investigator where appropriate. Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities. Make presentations at conferences, or exhibit work in other appropriate events, and write up research work for publication. |

**DUTIES:**

**Research**

* Develop research objectives, projects and proposals and conduct individual or collaborative research projects.
* Contribute to the development of new models, techniques and methods.
* Apply knowledge in a way which develops new intellectual understanding.
* Assist with the planning, coordination and implementation research projects. Manage research resources and budgets and ensure effective use is made of them.
* Analyse and interpret data, prepare and submit papers for presentation at regional, national or international conferences and for publication in peer review journals.
* Give presentations and/or contribute to presentations at national and/or international conferences or exhibit work in other appropriate events.
* Ensure that research is conducted to appropriate ethical and governance standards as defined by the University.
* Use due diligence in the management, protection and exploitation of intellectual property owned by the University and/or the external commercial partner.
* Identify potential sources of funding and contribute to the process of securing funds.
* Liaise with the relevant external research community via seminars and conferences.
* Contribute to the planning and implementation of commercial and consultancy activities.
* Maintain contact with (including membership of) appropriate professional bodies
* Engage with and participate in the University's appraisal process.
* **[FOR FIXED TERM ROLES ONLY:** <LJMU are committed to adhering to the Principles set out in the Researcher Development Concordat; in line with this all fixed-term researchers will be supported to complete 10 days professional development activities per year (pro-rata).>

**Teaching and Learning**

* Be involved in the assessment of student knowledge and supervision of projects
* Assist in the development of student research skills

**Leadership and Management**

* Coach and support more junior colleagues in developing their research techniques.
* May supervise the work of others in research teams or projects.

**Citizenship**

* Contribute to a supportive working environment and develop productive working relationships with other team members.
* Attend and contribute to staff meetings.
* Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events.
* Build internal contacts and seek external contacts to assist in the delivery of research, take part in engagement activity.
* Act as an ambassador for the University in all interactions with current and prospective staff and students, visitors to the University, external partners, media and general public.

* Promote the University’s values of an inclusive and diverse community.

**Post Specific Duties:**

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* Any other duties commensurate with the grade as deemed necessary by the Director of >.
* A commitment to LJMU’s values and regulations and Equality and Diversity Policy.
* Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
* Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy.
* The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.
* For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
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| **Desirable Factors** | **Evidence** |
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A=Application Form I=Interview P=Presentation R=Reference

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

