

JOB DESCRIPTION Template

JOB TITLE	Research Level 3	
FACULTY & SCHOOL/DEPARTMENT REPORTS TO	Head of School	
SUPERVISES	Research staff and graduate students as appropriate	
POST REFERENCE	Not Applicable	
GRADE	To be left blank	DATE April 2006

Birkbeck is a world-class institution, a vibrant centre of academic engagement and excellence and the UK's leading provider of part-time, research-led evening education for mature students.

There are nearly 19,000 students studying short courses, certificates, diplomas, first degrees, postgraduate taught and postgraduate research degrees. Birkbeck provides Londoners with the unique opportunity to fit study around their busy lives.

Founded in 1823 as the London Mechanics' Institute, Birkbeck was incorporated in the University of London in 1920.

PURPOSE OF THE JOB

To develop research objectives, projects and proposals, and to conduct and write up and/or contribute to the publication of both individual and collaborative research projects.

Main Duties of the Jobholder

Research and Scholarship

To develop research objectives, projects and proposals.

To conduct individual or collaborative research projects.

To identify sources of funding and contribute to the process of securing funds.

To extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.

To write or contribute to publications or disseminate research findings using other appropriate media.

To give presentations at conferences or exhibit work at other appropriate events.

To understand equal opportunity issues and ensure that research content and the methods used are in accordance with equal opportunities.

Teaching & Learning

To contribute to the teaching and learning programmes in the department.

Provide supervision for postgraduate research students.

Communication

To regularly communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.

Working Relationships and Contacts

People Management and Teamwork

To mentor colleagues with less experience and advise on personal development.
To coach and support colleagues in developing their research techniques.
Depending on the area of work, to supervise the work of others, for example in research teams or projects.
Take lead responsibility for a small research project or identified parts of a large project.
Develop productive working relationships with other members of staff.
Co-ordinate the work of colleagues to ensure equitable access to resources and facilities.
To help colleagues resolve their concerns about progress in research, and deal with any standard problems.

Liaison and Networking

To collaborate actively both within and outside of the College, to complete research projects and advance thinking in the subject area.
To participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

Dimensions

Problem Solving and Impact

To assess, interpret and evaluate the outcomes of research.
Develop new concepts and ideas to extend intellectual understanding.
To resolve the problems associated with meeting research objectives and deadlines.
Develop ideas for generating income and promoting research area.
Develop ideas for application of research outcomes
To make decisions on research programmes and methodologies, often in collaboration with colleagues and sometimes, subject to the approval of the head of the research programme, on fundamental issues.

Resource Management

To plan, co-ordinate and implement research programmes.
Manage the use of research resources and ensure that effective use is made of them.
Manage or monitor research budgets.
Contribute to the planning and implementation of commercial and consultancy activities.
To plan and manage own consultancy assignments.

Working Environment

To balance the pressures of research, administrative demands, and competing deadlines.
Depending on area of work and level of training received, to conduct risk assessment and take responsibility for the health and safety of others.

General Responsibilities

These are standard to all Birkbeck Job Descriptions

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Protection Controller.

- To undertake such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment, smoking is prohibited throughout the College, except in specially designated areas.

PERSON SPECIFICATION

Job Title: Research Level 3

Post No: Not Applicable

Faculty and Dept/School:

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p>	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline to develop research programmes and methodologies. 	
<p>Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc</i></p>	<ul style="list-style-type: none"> • Advanced skills in research relevant to the subject area, • Effective oral and written communication skills, to write up complex research findings and to convey specialist/technical material. • Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use) 	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> • Initiative and creativity to ensure research is effective • Effective presentation skills. • Organisation and administration skills • Commitment to working with diversity. 	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive)</i></p>	<ul style="list-style-type: none"> • Experience of utilising research methods and techniques • Previous experience of conducting research projects 	<ul style="list-style-type: none"> • Previous experience of writing a research proposal
<p>Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ul style="list-style-type: none"> • PhD (or equivalent) in a relevant subject area. 	<ul style="list-style-type: none"> •

