# Job Description

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| **Job Title:** | Research Fellow |
| **Department/Division/Faculty:** |  |
| **Campus/Location:** |  |
| **Job Family/Level:** | Research Job Family, Research Fellow ([Research salary scale](https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/research/)) |
| **Responsible to:** |  |
| **Key Working Relationships (Internal):** |  |
| **Key Working Relationships (External):** |  |
| **Contract type:** | Full/Part time, Fixed term for/until ????? |
| **Research Programme**  The research programme focuses on ????? | |
| Purpose of the Post The post is funded by the ?????? to investigate ?????????  To carry out own, plan and lead high quality programme of research in [specify area], undertake project management and/or supervise multi-disciplinary teams. In addition, you will be expected to submit publications to refereed journals and to attract external research funding. | |
| Key Responsibilities To lead and undertake research of the highest quality in the broad area of [specify area];   * Publish research papers in peer-reviewed journals * Attend and present work at international conferences * Obtain research grants from national and international funding bodies, and obtain funding from industry where appropriate * Supervise postdoctoral researchers, postgraduate students and undergraduate research projects   Management:   * To appropriately manage the resources allocated to their funding.   Teaching:   * Teach undergraduate and postgraduate courses within the regulations of the awarding body of the funder.   Research Duties:   * To continue to develop a personal programme of research, developing research proposals and funding bid and being successfully awarded them. * To take initiatives in the planning and leading of research * To manage research projects * To direct the work of small research teams, supervising and taking responsibility for the research team * To write reports for submission to research sponsors * To present findings via publications to referred journals and to colleagues at conferences * To provide guidance to staff and students * To attend relevant workshops and conferences as necessary * To develop contacts and research collaborations within the College and the wider community * To promote the reputation of the Group, the Department and the College   Education:   * Teach and examine courses to all levels: undergraduate, master’s and higher research degrees, through lectures, seminars, course work, tutorials and personal supervision * Assist in the administrative duties involved in teaching including examining and the development of learning and teaching in general * Develop course proposals and contribute to curriculum development * Develop approaches to teaching and learning which are innovative and reflect developing practice elsewhere * Supervise and provide pastoral care for all students   Other Duties:   * To undertake appropriate administration tasks * Contribute to departmental management as required * Monitor and ensure effective management of assets and budgets allocated as part of the role * [For members of staff who have responsibility for collecting, inputting and maintaining data] To be responsible for ensuring that data is accurate, up-to-date and complete. * To attend relevant meetings * To undertake any necessary training and/or development | |

# Person Specification

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| Requirements Candidates/post holders will be expected to demonstrate the following: | Essential (E)/Desirable (D) |
| Education |  |
| PhD in [subject] or a closely related discipline, or equivalent research, industrial or commercial experience | E |
| Knowledge & Experience |  |
| Knowledge of [specify area] | E |
| Knowledge of research methods and statistical procedures | E |
| Practical experience within a research environment and / or publications in relevant and refereed journals; | E |
| Experience of dealing with [specific groups of people, e.g. sponsors, patients] | E |
| A record of high-quality publications in international peer-reviewed journals | E |
| Demonstrated ability to interact with other academics | E |
| Experience of the supervision of research of undergraduate/postgraduate students or postdoctoral staff | E |
| Experience of presenting results and findings to specialist and non-specialist audiences e.g. at significant conferences or engaging with the public on science | E |
| Demonstrated success in delivering research results with evidence of national recognition and a growing reputation |  |
| Demonstrated appropriate technical skills to perform research in the field (e.g. laboratory, analytical, programming, or fieldwork skills) and to design, plan and lead high quality original research, project managing the research activity, ensuring deliverables are achieved and, if applicable, supervising and taking responsibility for research team colleagues | E |
| Evidence of having made a significant contribution to writing proposals | E |
| Evidence of teaching and teaching support | E |
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| Skills & Abilities |  |
| Ability to conduct a detailed review of recent literature | E |
| Ability to develop and apply new concepts; Able to formulate research questions and develop successful research proposals and funding bids | E |
| Creative approach to problem-solving | E |
| Excellent verbal communication skills and the ability to deal with a wide range of people | E |
| Excellent written communication skills and the ability to write clearly and succinctly for publication | E |
| Ability to direct the work of a small research team and motivate others to produce a high standard of work | E |
| Ability to organise own work with minimal supervision; ability to work effectively, both independently and collaboratively | E |
| Ability to prioritise own work in response to deadlines | E |
| Advanced computer skills, including word-processing, spreadsheets and the Internet | E |
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| **Other** |  |
| Willingness to work as part of a team and to be open-minded and cooperative | E |
| Flexible attitude towards work | E |
| Discipline and regard for confidentiality and security at all times | E |
| Willingness to undertake any necessary training for the role | E |
| Willingness to travel both within the United Kingdom and abroad to conduct research and attend conferences | E |

# Further Information

<HR/Recruitment Hub to add/edit standard text here>

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) page.

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA),* *which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see*[*https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

*The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level.* [*Find out more about animal research at Imperial*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)*.*

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. We are an* [*Athena SWAN Silver Award*](https://www.imperial.ac.uk/equality/accreditations/athena-swan/) *winner, a* [*Disability Confident Leader*](https://www.imperial.ac.uk/equality/accreditations/disability-confident/) *and a* [*Stonewall Diversity Champion*](https://www.imperial.ac.uk/equality/accreditations/stonewall/)*.*

**[Date]**