

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Health and Education
School/Department	Social Care and Social Work
Team	Learning Disabilities
Job Title	Research Fellow (Disability Studies)
Grade	9
Hours of Work	37
Contract Duration (Perm/Fixed Term)	Two years Fixed Term
Reports To (Job Title)	Professor Chris Hatton
Responsible For (Job Title)	n/a

Principal Accountabilities
<p>The main purpose of this role is to lead in the development of quality research in the field of Disability Studies by preparing, conducting and recording the outcome of research, experiments and/or field work and analysing, interpreting, and disseminate findings to appropriate groups.</p> <p>Lead in the development of new areas in the field of Disability Studies and to promote the wider work of the team and institution.</p>

Key Tasks
<p>To organise and manage the day to day progress of research projects concerning Disability Studies.</p> <p>Undertake Research in the field of Disability Studies using a range of methods.</p> <p>To prepare and present articles of research to the team and appropriate groups both internally and externally as required e.g. research forums, conferences, or seminars.</p> <p>To engage in scholarly activities conducive to a long-term successful academic career that will support and enhance the research culture within the department.</p>

To deputise for the project coordinator in running research programme, when required.

Research Activities

To lead and initiate the planning and management of resources and appropriate project research, coordinating the work of project staff as required.

To lead and develop collaborative partnerships both internally and externally in order to aid the dissemination of research data, to share best practice, and enhance the reputation of the University e.g. links with other research institution's, funding bodies.

To undertake data collection and analysis, to prepare articles for publication in journals, and to disseminate the results in the community through presentations at national and international meetings.

To disseminate findings of research to further the institution's standing in the HE and research community and strengthen the impact of the research.

To identify future research opportunities and partners, and to lead the writing of bids for funding that meet the objectives of funding organisations.

To develop ideas for generating income and promoting research area to ensure the continued success and growth of research portfolio.

To plan, prioritise and organise own work or resources to achieve agreed research objectives.

To use initiative and judgement to develop appropriate techniques in order to facilitate research work.

Service Provision

To proactively and effectively engage with quality assurance procedures to ensure that University standards are upheld.

To keep relevant stakeholders updated on progress, and be responsible for exploring their needs and acting on feedback, in order to ensure that research delivers against their requirements.

To collaborate with senior academic colleagues on future research development and direction of project.

To actively promote quality research and enhance the reputation of the University within the research community.

To prepare and deliver short course units, including all necessary materials, to support the existing provision and to enhance the set of units available for delivery in this mode.

Teamworking

To co-ordinate the day to day work of the project and efforts of colleagues in order to deliver programme objectives.

To mentor colleagues with less experience and provide mutual support to improve the skills available within the University and achieve successful completion of projects.

To supervise undergraduate or postgraduate students in areas that complement the research of the department and enhance the link between third stream and academic activities.

To attend Faculty, Department and Programme meetings/boards as appropriate and proactively contribute to decision making.

To introduce new starters to the area, giving training on basic skills and activities to assist their induction to the team.

To guide and support research assistants and other members of staff within the department in areas of expertise e.g. in undertaking research and writing up papers for publication.

Other (Please delete heading if not required)

Special Features

Miscellaneous

Please see below for two separate sections that relate to those with and those without line management responsibilities. Please delete one section that does not relate to the Job Description you are writing to leave the relevant section.

1. For those without line management responsibilities:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

2. For those with line management responsibilities:

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for applying the University's Equality and Diversity Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You are responsible for assessing and managing risk for all elements of work within your own area/team and for ensuring effective risk management processes are in place.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to influence others thinking and to defend own ideas and results in front of the scientific community.	E
		1.2	Ability to manage projects involving academic institutions and funding bodies.	E
		1.3	Ability to build relationships with internal and external contacts and networks in order to exchange information and influence developments.	E
2	General & Specialist Knowledge	2.1	Proficiency in the application of relevant equipment, software and techniques such as Nvivo.	E
		2.2	Possess sufficient breadth or depth of disability studies knowledge (including current practice) to work within established research groups and write authoritatively in the area.	E
3	Education & Training	3.1	A doctoral level qualification in a relevant area and evidence of continuous professional development.	E
4	Relevant Experience	4.1	Significant research experience in the field of Disability Studies, which should have included: <ul style="list-style-type: none"> • leading the work of a team, co-ordinating effort and resources to meet objectives • developing partnerships with internal and external agencies • preparing funding proposals and applications to external bodies • using initiative, creativity and judgement to develop appropriate approaches to research 	E

			<ul style="list-style-type: none"> • synthesising complex data from different sources and communicating findings via written reports and articles • presenting at national and/or international research meetings • supervising student work and providing appropriate support and feedback. 	
5	Special Requirements	5.1	Anything that is outside the areas above, and is required to undertake the role e.g. The ability to travel overseas.	D
Date of Revision		October 2019		