

<b>Post Details</b>		<b>Last Updated:</b> 01/11/2023	
<b>Faculty/Administrative/Service Department</b>	Doctoral College		
<b>Job Title</b>	Surrey Black Scholars Race Equity Research Fellow		
<b>Job Family</b>	Professional Services	<b>Job Level</b>	4
<b>Responsible to</b>	Dean Doctoral College		
<b>Responsible for (Staff)</b>	n/a		
<b><u>Job Purpose Statement</u></b>			
To plan and deliver research in accordance with the specified research programme focused on overcoming structural inequalities in higher education and improving race equity in postgraduate research opportunities. To deliver the key interventions associated with the programme and described in the programme timeline.			
<b><u>Key Responsibilities</u></b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> <li>1. To contribute to the development of the research of the Doctoral College, by planning and carrying out research activity within the specified area, often in collaboration with colleagues, particularly within Equality, Diversity and Inclusion and the Surrey Institute of Education.</li> <li>2. To carry out management and administrative tasks associated with the programme, including delivery of key initiatives; risk assessment of programme activities; organisation of programme meetings and documentation; management of resources; preparation of annual reports; and management or monitoring of research budgets. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control.</li> <li>3. To take a significant role in planning, coordinating and implementing research programmes.</li> <li>4. To take lead responsibility for the research programme, including planning and executing programme delivery, data analysis, and evaluation.</li> <li>5. To make decisions about research programmes and methodologies, often in collaboration with colleagues, and to resolve the problems of meeting research objectives and deadlines.</li> <li>6. To develop new concepts and ideas to extend intellectual understanding. Assess, interpret and evaluate the outcomes of research, and develop ideas for the application of research outcomes.</li> <li>7. To take a role in the publication of results in appropriate journals, in giving presentations at national and/or international conferences, and in other outputs as required and/or appropriate.</li> <li>8. To develop, with support, innovative research proposals (as a self-contained item or as part of a broader programme), identifying sources of funding, submitting funding bids, and gaining positive reviews for these. Promoting own area of research.</li> <li>9. Continually update knowledge and develop skills. To extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.</li> <li>10. To contribute to pastoral support for doctoral students within the Doctoral College by drawing on understanding of ethnic minority experiences.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>			
<b>All staff are expected to:</b>			
<ul style="list-style-type: none"> <li>• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li> <li>• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li> <li>• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> <li>• Work supportively with colleagues, operating in a collegiate manner at all times.</li> </ul>			
<b>Help maintain a safe working environment by:</b>			
<ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li> </ul>			

### **Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

### **Planning and Organizing**

- The postholder must have a strong planning and organizational skills as they will be responsible for the timely and complete delivery of the Surrey Black Scholars programme.
- The postholder will ensure that appropriate governance/ethical approvals are sought in a timely manner and appropriately maintained.
- The post holder will lead on data collection, analysis and timely preparation and submission of reports and research publications related to the Surrey Black Scholars project.
- The post holder will also proactively coordinate dissemination of information about the programme via other types of media, including social media pathways.

### **Problem Solving and Decision Making**

- The postholder will manage the delivery of the key interventions described in the programme timeline, deciding, with support, how these will be run and resolving any problems that may arise.
- The postholder will operate with minimum day-to-day supervision within well- defined guidelines. There is scope for the post holder to apply judgement and initiative when managing their workload, including defining their own short-term priorities clearly in terms of work and schedules, to ensure that key deadlines and objectives are met without supervisory approval.
- The post holder is expected to resolve issues based on their previous experience of similar problems or through making reference to well-established policies, processes and procedures and applying them. They may also be expected to use initiative and judgement to address and resolve more complicated problems and issues making recommendations for resolution to the Dean Doctoral College.

### **Continuous Improvement**

- The postholder will contribute to continuous improvement via the programme they coordinate, positively impacting all stages of the postgraduate lifecycle from undergraduate pipeline, to postgraduate experience, enhancing access and participation for Black British postgraduate students.

### **Accountability**

- While this post is directly line managed by the Dean Doctoral College with expert academic input from the Surrey Institute of Education, it is expected that the post holder will work independently, and importantly, work collaboratively and cooperatively with other members of the Doctoral College team as well as academics and members of Professional services from across the University to accomplish their strategic goals. The Doctoral College is a supportive team, which depends on clear communication and high levels of teamwork and good collaboration with all stakeholders. The postholder will be expected to use their own experience, expertise and initiative to successfully deliver the programme.

**Dimensions of the role**

- The role is not directly responsible for any staff, however due to their specific experience and knowledge, they are required to provide advice, pass on best practice knowledge and offer some training to PGRs and academics in relation to race equity matters.
- The post holder will work closely with Surrey Black Scholars and staff within the Doctoral College, Faculties and Professional Services.
- The postholder will be responsible for producing reports both for internal and external use.
- The postholder does not have direct budgetary responsibility but will be expected to maintain close oversight of spend on the Surrey Black Scholars project.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

**Qualifications and Professional Memberships**

PhD (or nearing submission) or equivalent research experience in a relevant subject, e.g. education, pedagogy, psychology, social science, or any related discipline.

E

**Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/  
Desirable**

**Level  
1-3**

Experience of designing, conducting, leading the analysis (with support) and disseminating qualitative and/or quantitative and/or mixed methods research.

E

3

The ability to project-manage multiple tasks and demonstrate excellent project management skills (e.g. IT, organizational, budgetary and administrative skills)

E

3

The ability to work to deadlines, both independently and collaboratively in a multi-disciplinary research team

E

3

A commitment to continuous professional development

E

3

Expertise in related subject area, inclusive pedagogy, postgraduate education, racial justice

D

2

Publications as first or last author in internationally refereed journals

D

2

Experience in research across a range of UK higher education and/or public sectors

D

2

Interest/experience in promoting and disseminating research and collaborative working through social media

D

2

Experience in providing pastoral support to young people

D

2

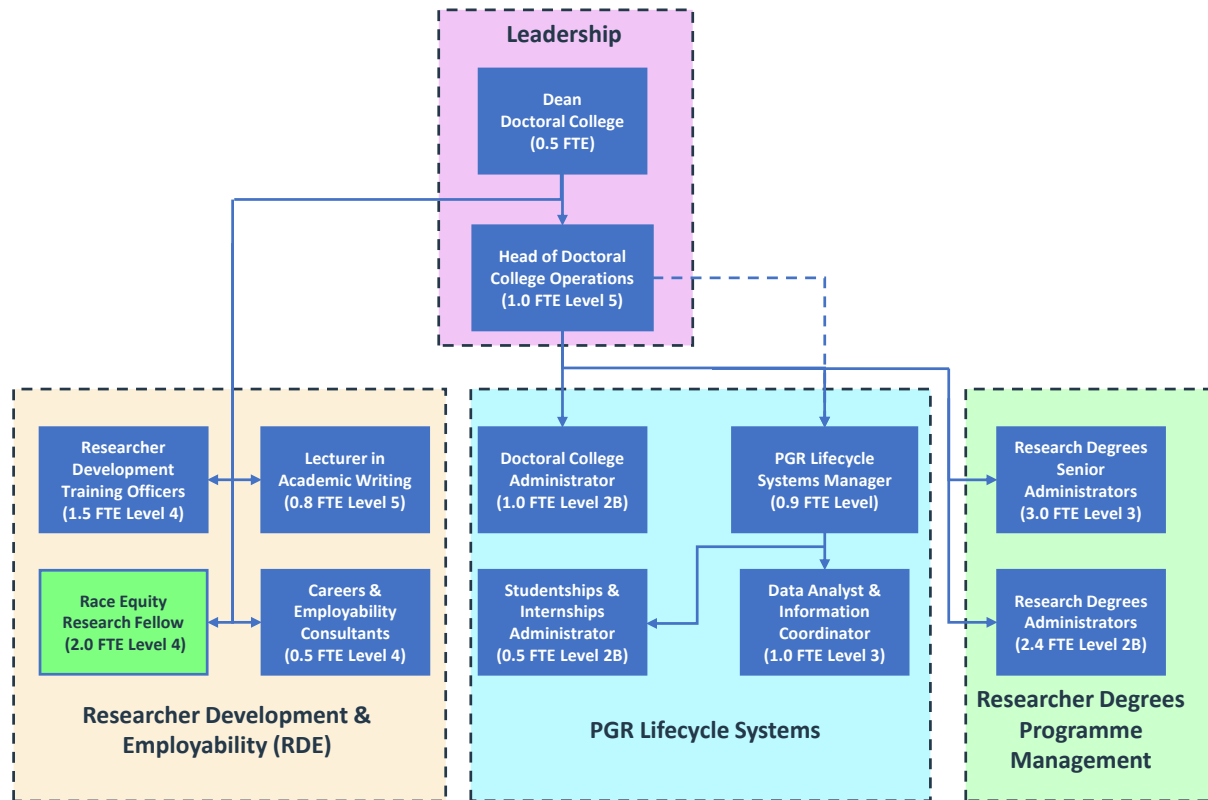
Special Requirements:	Essential/ Desirable
n/a	
<b>Core Competencies</b> This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	<b>Level 1-3</b>
Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills	3 3 3 3 3 2 2 2
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	

### Organisational/Departmental Information & Key Relationships

**Background Information** You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.

The Surrey Black Scholars project is a project funded by Research England and the Office for Students that aims to improve access and participation for Black British postgraduate students. The postholder will work alongside colleagues within the Doctoral College, the Equality, Diversity and Inclusion team and the Surrey Institute of Education to deliver this project. As the programme focuses on addressing inequalities in access and participation for under-represented Black British postgraduate students, someone with a strong understanding of the impact of structural inequalities within higher education would be an asset to the team. The programme aims to positively impact all stages of the postgraduate lifecycle from undergraduate pipeline, to postgraduate experience, to preparation for a career, therefore, experience of researching, working or studying in postgraduate education is essential. This post will also involve pastoral support for Black British postgraduate students, so lived experience of being a postgraduate from a Black or other racialised minority group in postgraduate education would bring necessary insight to the role. The role will involve liaison with staff and students across the University, as well as external stakeholders and research partners.

## Department Structure Chart



## Relationships

### Internal

- Doctoral College Team
- Admissions Department – supporting recruitment of scholars to the project
- Finance Department – ensuring complete and accurate data capture and analysis.
- Faculties – supporting Surrey Black Scholars, Supervisors, PGR Directors and Associate Deans Doctoral College and other academics

### External

- Research England / office for Students (project funders)
- Staff and PGRS based at other HEIs running related programmes within the same funding scheme