

Research Role Profile

| | |
|-------------------|----------------------|
| Job Title: | Research Fellow A in |
|-------------------|----------------------|

| | |
|------------------------|---|
| Responsible to: | Head of research group, or principal investigator |
|------------------------|---|

| | |
|-------------------------|----------------|
| Responsible for: | Not applicable |
|-------------------------|----------------|

| |
|---|
| Job Summary and Purpose: |
| To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator. |

| |
|--|
| Main Responsibilities/Activities |
| <p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p> |

Research Role Profile

Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements

To be available to participate in fieldwork as required by the specified research project

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Role Profile Addendum

R-Map Research Fellow

Job purpose and summary

The primary objective of this role is to conduct comprehensive research focusing on the socio-economic and spatial effects of remote working arrangements within the Horizon Europe R-Map project. The successful candidate will conduct research in evaluating the impacts of remote working arrangements on different spaces by collecting data, drafting deliverables, participating in meetings and disseminating R-Map project outputs. Indicative activities and task requirements are listed below.

Undertake a range of research activities within the R-Map project as required, assuming responsibility for specific project tasks and making use of new research techniques and methods, in consultation with the grant holder or Principal Investigator at Surrey. This may include fieldwork, interviews, surveys, critical evaluation and interpretation, computer-based data analysis and evaluation, literature reviews or library research.

Analyse and interpret findings of the R-Map project or of own research and contribute to their dissemination by attending regular project meetings, events and relevant conferences.

Write up project output findings and prepare articles for submission to be published in appropriate journals and conferences, and other outputs as required by R-Map and the University of Surrey.

Timely and co-ordinated planning of their own time and management of own research activities in collaboration with other R-Map project team members at the University of Surrey or overseas.

Carry out administrative tasks associated with the R-Map project and their personal development, for example risk assessment of research activities, organisation of project meetings, compulsory training and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.

Plan their personal development in consultation with the R-Map Principal Investigator at Surrey. Use initiative and creativity to identify promising areas for research to develop new research methods and extend the research portfolio. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in their discipline. Continuously update and develop their own knowledge, expertise and skills to translate into new expertise and contribute in advancing the knowledge base of the R-Map project and the University of Surrey.

The post holder must have:

A Doctoral degree in a relevant discipline e.g. business, economics, geography, regional development, sociology, spatial analysis, tourism, transport, urban planning. Consideration

Research Role Profile

may also be given to individuals who do not hold a Doctoral degree, but hold a relevant Masters degree or have the required skills based on a number of years experience in a relevant field.

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, collecting data, designing and administering surveys, conducting interviews, offering original and creative thoughts and be able to interpret and analyse results.

Main responsibilities/activities

- Collect data from secondary sources about the designated area
- Design and administer a large scale local survey with R-Map partners
- Contribute in R-Map model based forecasting and scenario evaluation
- Draft questionnaires and conduct interviews with local and national experts
- Participate actively in the organisation of stakeholder meetings and policy events
- Host regional dialogues with stakeholders in collaboration with R-Map partners
- Contribute to other R-Map work-packages and activities as required
- Produce education training materials based on project outputs
- Publish in high impact academic journals

Person specification

- | | |
|--|-----------|
| • PhD in relevant discipline | Desirable |
| • Experience in designing, administering and analysing large surveys | Essential |
| • Experience in using software to analyse surveys and interviews | Essential |
| • Experience in developing and evaluating forecasting scenario | Desirable |
| • Experience in conducting interviews with senior experts | Desirable |
| • Track record in publishing high impact journal articles | Desirable |
| • Experience in project work in the UK and/or overseas | Desirable |
| • Good statistical skills and ability to use relevant packages | Essential |
| • Good IT, administrative and organisational skills | Essential |
| • Good written and verbal communication skills | Essential |
| • Proven ability to work independently and take responsibility | Essential |

Relationships and Contacts

- Other members of the R-Map project based at Surrey Business School
- R-Map project partners based in other countries

Research Role Profile

Special requirements

Ability to travel to the University of Surrey in Guildford when required.

May be required to travel overseas to attend project meetings and events.

N.B. The above list is not exhaustive.