

Research Role Profile

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| Job Title: | Communications and Education Research Fellow |
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| Responsible to: | Head of research group, or principal investigator |
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| Responsible for: | Not applicable |
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| Job Summary and Purpose: |
| To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator. |

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| 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> |

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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.

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Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

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Background Information/Relationships

The EU Partnership on Animal Health and Welfare (EUP AH&W) includes a variety of scientific activities - Research, integrative activities, networking, communication, exploitation, dissemination, and education and training. These activities can create important connections as part of a mutually supportive environment, allow for insight into different fields, and build meaningful long-term relationships. This role will ensure that communication, education, exploitation and dissemination (CEED) activities across the EUP AH&W are co-ordinated and meet the requirements of the partnership.

The role will be based in the School of Biosciences, but it will involve working with colleagues in the School of Veterinary Medicine. This project will run in parallel with other BBSRC, MRC, AHRC, EPSRC, EU, Innovate and commercially funded projects in the area of host-microbe interactions, vaccine development, rapid diagnostics and AMR.

The role will involve significant interaction with EU partners, including some EU travel and the possibility of short-term working in different institutes.

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. This is in addition to the criteria contained within the accompanying generic Job Purpose.

| Qualifications and Professional Memberships | Essential/ Desirable |
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| A degree in biological sciences, medicine, dentistry or veterinary medicine | E |
| A PhD in biological sciences or appropriate experience | E |
| Communication role experience | E |
| Education role experience | E |
| Social media experience | E |
| Post-doctoral experience | D |
| Project management experience | D |

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| Familiar with EU project management | D |
| Special Requirements | |
| Willingness to travel in the EU | E |
| Some project communication and management experience | E |
| Key Responsibilities <p>This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.</p> <p>The main focus of the role will be to manage the day-day communications, education, exploitation and dissemination activities for a large multicentre EU partnership on Animal Health and Welfare (EUP AH&W). The role is linked to a series of deliverables, that need to be met within agreed timescales. Therefore, excellent organisation, attention to detail and planning skills are required to be successful in this role.</p> <p>The role will include developing close working relationships with colleagues working on interdisciplinary and cross-functional projects across Europe and within the University, and co-ordinating activities in alignment with other streams of the partnership. The role will specifically include organising Summer Schools, Short-Term Missions, workshops, scientific conferences, training courses and supporting PhD students. In addition, the role will also include communication related activities (social media, webpages, meetings, marketing, preparation of publications), and a significant amount of general administrative duties.</p> <p>The EUP AH&W project is focused on Animal Health and Welfare. Therefore, some knowledge of animal health and welfare and specifically infectious diseases and AMR is essential. In addition, some experience of scientific writing is required. Some national and EU travel will be required.</p> <p>N.B. The above is not exhaustive.</p> | |