

Research Role Profile

Job Title:	Research Fellow A
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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.

Main Responsibilities/Activities
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. 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. Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity. 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. 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. The post holder may occasionally be required to supervise more junior research staff.

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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.

Research Role Profile

Job Title:	Research Fellow B
Responsible to:	Head of research group, or principal investigator
Responsible for:	Responsibility for staff within own research group

Job Summary and Purpose

To plan and deliver research in accordance with the specified research project. To contribute to securing funding for own research projects and for projects for those staff under their direct supervision.

Main Responsibilities/Activities

To contribute to the development of the research of the Faculty, by planning and carrying out research activity within a specified area, often in collaboration with colleagues.

To take a significant role in planning, co-ordinating and implementing research programmes and, where appropriate, commercial and consultancy activities. To take lead responsibility for a small research project or identified parts of a large project. This may include planning fieldwork, data analysis and evaluation and laboratory experimentation. To make decisions about research programmes and methodologies, often in collaboration with colleagues, and to resolve the problems of meeting research objectives and deadlines.

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. To take a role in the regular publication of results in appropriate journals, in giving presentations at national and/or international conferences, and in other outputs as required and/or appropriate.

To develop 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.

Continually to update knowledge and develop skills. To extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.

To carry out management and administrative tasks associated with specified research funding, including managing and developing staff within their projects; risk assessment of project activities; organisation of project 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.

To undertake liaison with external organisations including equipment manufacturers, steering committees, associated academic facilities and commercial users.

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To contribute to teaching within the Faculty by carrying out student supervision, demonstrating or lecturing duties within the post holder's area of expertise. May be required to contribute to the supervision of research students.

Person Specification

The post holder must have:

Normally a doctoral degree in a relevant discipline, together with appropriate experience of working in a similar area of work.

The post holder will need to demonstrate a high level of competence and independent standing in research by being nationally recognised within their area of discipline, publishing regularly in recognised appropriate journals and attracting research funding for their own work or for other staff within the research group.

Relationships and Contacts

The post holder may have a key responsibility to the principal investigator, with prime responsibility for reporting and liaison with external funding bodies or sponsors. As a senior member of the project team, the post holder will also supervise the activities of research and technician staff within the particular research group

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.

Job Title:	Mathematics Innovation Research Associate (InRA)
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Background Information/Relationships

Mathematics sits in the School of Mathematics & Physics. The School of Mathematics & Physics itself is one of four Schools in the Faculty of Engineering and Physical Sciences. We are a collaborative team who carry out research in fluid dynamics, mathematical biology, mathematics for social phenomena, mathematical data science, statistics and nonlinear PDEs.

The post holder will take a significant role in planning, coordinating and implementing research programmes which use mathematics to generate cross-disciplinary and real world knowledge exchange and impact. This may also include, where appropriate, commercial and consultancy activities. They will take lead responsibility for a small number of research project(s) or identified parts of a larger project(s).

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
PhD or equivalent in mathematics or a closely related subject	E
Experience of mathematical modelling	E
Significant research and analytical skills including programming	E
Excellent written and verbal communication skills with the ability to write project deliverables and give presentations on the completed work	E
Experience of writing research grants and applying for other research funding.	D

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Proven ability to work effectively as part of a multidisciplinary research team.	E

Key Responsibilities

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.

Key Responsibilities include, but are not restricted to:

1. To contribute to the development of the research of the University, by planning and carrying out research activity within a specified area, often in collaboration with colleagues.
2. To take a significant role in planning, co-ordinating and implementing research programmes and, where appropriate, commercial and consultancy activities. To take lead responsibility for a small number of research projects or identified parts of a large project/s. This may include planning fieldwork, data analysis and evaluation and laboratory experimentation. To make decisions about research programmes and methodologies, often in collaboration with colleagues, and to resolve the problems of meeting research objectives and deadlines.
3. 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. To take a role in the regular publication of results in appropriate journals, in giving presentations at national and/or international conferences, and in other outputs as required and/or appropriate.
4. To develop 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.
5. Pursue and advocate responsible and open research and innovation to ensure ethical, fair and inclusive advances in science, technology and use of data.
6. Continually to update knowledge and develop skills. To extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.

N.B. The above list is not exhaustive.