

Research Role Profile

Job Title:	Research Fellow A – Knowledge Exchange Fellow
-------------------	---

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
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.

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.

Research Role Profile

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: Knowledge Exchange Fellow

Background Information/Relationships

ACCESS is a 5-year knowledge-exchange program that aims to champion environmental social science in the UK (accessnetwork.uk). The £6.25m program is funded by ESRC and led by Prof Gatersleben (University of Surrey) and Prof Devine-Wright (University of Exeter) alongside a core team that includes the universities of Bath, Leeds and Sussex and the Natural Environment Social Research Network (Natural Resources Wales, NatureScot, Natural England, Environment Agency and Forest Research).

The Role and its Responsibilities

ACCESS is now in its final year and we are looking for a knowledge exchange fellow to help us review the impact of the work that has been conducted and to support communication of findings in the form of papers, reports and presentations.

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
Applicants will possess a relevant PhD or equivalent qualification/experience in a related field of social science.	E
Technical Competencies (Experience and Knowledge)	Essential/ Desirable
The successful applicant will have excellent research and communication skills (both written and verbal)	E
have experience of interdisciplinary research and make presentations at conferences and other events	E
The successful applicant will possess sufficient specialist knowledge to develop research programmes and methodologies.	E

Research Role Profile

Supervise the work of others and act as team leader as required	D
Applicants will be able to collect and analyse qualitative and quantitative data and write up findings in diverse formats for different target audiences.	E
Have experience in working with non-academic stakeholders and engaging in knowledge exchange activities	E
The successful applicant will have excellent research and communication skills (both written and verbal)	E
Special Requirements	Essential/ Desirable
Willingness and ability to work outside of regular office hours when required	E
Willingness and ability to travel to attend meetings held off University premises	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.	
1. To undertake a range of tasks related to the ACCESS program of work, in particular to analyse exiting data and help write project reports and papers for academic journals and non-academic outlets. 2. Take responsibility for planning, preparation, execution, and reporting of the research outputs ensuring deliverables across all partners are met according to research plan and collaboration agreement. 3. Attend ACCESS meetings and present findings to a wide range of stakeholders. 4. Liaise with the Surrey ACCESS Director (Principal Investigator) and co-investigators to ensure they are fully briefed at all times highlighting areas of resource concern as well as issues and actions relating to the ongoing status and successful completion of the project. 5. Work across different collaboration teams to contribute to the development of the research project establishing and maintaining relationships with key internal and external stakeholders. 6. Identify and establish collaboration opportunities for the development of the research project with industry, academic and government, matching needs and challenges of the research project. 7. Organise meetings, interviews and events within the remit of the research project.	

Research Role Profile

8. Ensure alignment with research at Surrey as well as research across and operation activities and to support events and initiatives by working closely with the ACCESS Surrey director.
9. Liaise with COI's across the ACCESS team including the Surrey and Exeter program team.
10. Work closely, sensitively and collaboratively with a wide range of team members, project partners and stakeholders.

N.B. The above list is not exhaustive.