

Post Details		Last Updated: 10/5/21	
Faculty/Administrative/Service Department	Doctoral College		
Job Title	Researcher Development Training Officer		
Job Family	Professional Services	Job Level	4
Responsible to	Head of Researcher Development and Employability		
Responsible for (Staff)	N/A		

Job Purpose Statement

Researcher Development and Employability, within the University's Doctoral College, supports the transferable and employability development of researchers; inclusive of postgraduate researchers (PGRs), early career researchers (ECRs) and academic supervisors. Providing opportunities to build and enhance their knowledge and ability across the whole range of skills within the Researcher Development Framework. Within the Researcher Development and Employability team, this post will contribute to the knowledge and skills development of researchers, creating and delivering innovative workshops, courses and learning tools to support progression and on-time completion of the doctoral programme, as well as develop skills essential for employability in a wide variety of sectors.

Furthermore, using a developmental pedagogical lens, the post holder will work to support critical transitions both from taught student to doctoral researcher and from doctoral researcher to employment. As such, the post holder will be involved in designing and delivering workshops and courses (virtual and face to face) for taught students interested in research as well as doctoral alumni and early career researchers.

The post holder will also:

- Play a key role in the implementation of the Researcher Development Concordat (2019), supporting the Doctoral College in promoting and implementing its recommendations within the University, including the development and management of actions linking to the University's Research Strategy and other external awards.
- Contribute to the preparation of annual reports (e.g. for the Concordat) and advise on reviews and applications for funding to relevant external bodies
- Undertake management and administrative duties, leading on specific development programmes/initiatives and participating in faculty and university committees and boards.

The post contributes to the development and delivery of University research objectives and supports the Research and Innovation Strategy. It will contribute directly to successful timely completions of doctoral researchers, grant applications, publications, Knowledge Exchange, Equality Diversity and Inclusion, The Concordat to Support the Careers of Researchers, HR Excellence in Research, Athena Swan initiatives, as well as success within the Research Excellence Framework.

Key Responsibilities 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)

1. Identify gaps in learning and development opportunities, establish appropriate learning outcomes and design programme content for the Researcher Development Programme. To include design workshops, e-learning, mentoring and other activities. Where gaps in provision are identified to source appropriate internal or external providers.
2. Identify appropriate evaluation tools and evaluate outcomes.

3. Undertake collation and analysis of data to inform strategic researcher development delivery and planning
4. Deliver and coordinate training, evaluating and modifying content in response to evaluation, standards of training in the sector and aligned with the Research and Innovation strategy.
5. Provide one-to-one pastoral support to PGRs and ECRs.
6. Provide formative feedback to researchers on skills development activities.
7. Undertake administrative/leadership duties across the University, such as sitting on Faculty Research Degree Committees and other relevant bodies and groups, working with people across academic and professional departments (including Library and Learning Services, Human Resources, Learning & Development, Research and Innovation) to coordinate support for researchers and to ensure that researcher development is working strategically with all our University partners.
8. Active involvement with academic, professional and intersectoral networks involved in researcher support, development and employability, to maintain awareness of University and national policy / strategy context and drivers for researcher skills development

N.B. The above list is not exhaustive.

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.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

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.

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 Organising

There is considerable scope for the post holder to apply judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands, in order to ensure that objectives are delivered. This role is primarily to create and deliver developmental training/teaching in a wide variety of formats targeted at supporting the Research Development Framework. The post holder will work with the Researcher Development and Employability (RDE) Team to plan yearly workshop and event schedules and will be responsible to deliver the elements allocated to them in a collaborative manner working, where appropriate, with other members of the team. The post holder will develop their specialist knowledge of researcher development as well as utilise their own expertise and interest to lead specific programmes and

initiatives, working closely with the Head of Researcher Development and Employability and the wider Doctoral College to ensure feasibility and strategic fit.

Problem Solving and Decision Making

The post holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to departmental policies and procedures and applying them. Significant elements of the role will require some degree of analytical, critical and evaluative thinking, under the overall direction of the Head of Researcher Development and Engagement. However, due to the degree of individuality within the research context, the post holder must operate flexibly and at times creatively to a variety of situations, with the support of the RDE team and the Head of Researcher Development and Employability. The post holder must also be able to work in an adaptable manner and respond positively to changing circumstances and requirements, as the area of researcher development is a rapidly changing field and is critical to a number of University strategic policies.

Continuous Improvement

The post holder will be expected to work closely with the RDE team and the wider Doctoral College and Research and Innovation teams, as well as with other teaching/training providers across the university (Institute of Higher Education, Staff Development, Careers, Research and Innovation Support, Directors of Postgraduate Studies and faculty staff) to develop and run a coherent programme of training and development. This role will involve negotiating with departments across the University and wider HE sector to identify, develop and run workshops, training events and e-learning to provide a coherent set of training opportunities for doctoral students, research and academic staff. The expectation is that this post will, where possible, build on existing workshops, on-line materials and good practice from Vitae and other institutions. Beyond this the post holder will be expected to contribute their experience and expertise to the continuing development of innovative teaching/training material in collaboration with the RDE team. Critically, the post holder will be expected to use participant feedback to continually improve both their own teaching skills as well as the material used.

Accountability

While this post is directly line managed by the Head of Researcher Development and Employability (RDE), it is expected that the post holder will be able to work independently, and importantly, work collaboratively and cooperatively with other members of RDE and the wider DC team 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 post holder will be expected to use their own experience, expertise and initiative to add value to the researcher support provided by the RDE team.

The quality of the training and support provided by the researcher training officers is the direct responsibility of the Head of Researcher Development and Employability, who reports to the Director of the Doctoral College. The RDE programme is continuously evaluated for quality and impact on researcher experience, with the expectation of excellence, growth and innovation in researcher development. The quality and satisfaction of researchers with this service is measured through national experience surveys, including the PRES and CEDARS. Furthermore, this provision is an important component of our HR Excellence in Research Action Plan.

Dimensions of the role

The Researcher Development and Employability Team leads the University-wide effort to provide training and development in research, interpersonal transferable skills and employability for doctoral degree students and early career researchers, across all disciplines. The team is led by the Head of Researcher Development and Employability and supported by the Researcher Training Officers, Researcher Careers Consultants and an Academic Writing Fellow, and is integrated within the wider Doctoral College team. The team organises and delivers an extensive portfolio of workshops, programmes and events to research students and staff, in collaboration with other teams based in Central Services and within Faculties. E-learning is a critical and growing component of our offering, enabling us to inclusively support researchers who may be working away from campus or whose schedules do not allow for easy access to the face-to-face programme. Beyond this the post holder would engage in one-to-one pastoral support, coordinate researcher mentoring programmes and participate in both formal and informal events designed to enhance the researcher experience and University's interdisciplinary research culture.

The team has close working relationships and works collaboratively with a range of stakeholders across the University, within Faculties, the Institute of Higher Education and central services including Human Resources, EDI, Wellbeing, Library and Learning Support Services Department, and externally with other universities, Vitae and external bodies. The post holder will act as Doctoral College representative on specific faculty and University committees. The post holder will be expected to lead on specific initiatives aligned with their expertise and academic interest, as well as the needs of the University. Promoting the programme within academic and service departments and via university committees is an essential aspect of the role. Furthermore, engaging with external stakeholders and employers is also critical. All team members participate in collaborative team-based activities, and positively support the intellectual and professional life of the Doctoral College and contribute to the broader remit of the Research and Innovation portfolio.

Supplementary Information

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

Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles.

Or:

Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge

Doctoral degree (e.g. PhD, DPhil, EdD EngD, PsychD, etc)

A teaching qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent

A coaching qualification, or a requirement to undertake a recognised training course within the first year of employment

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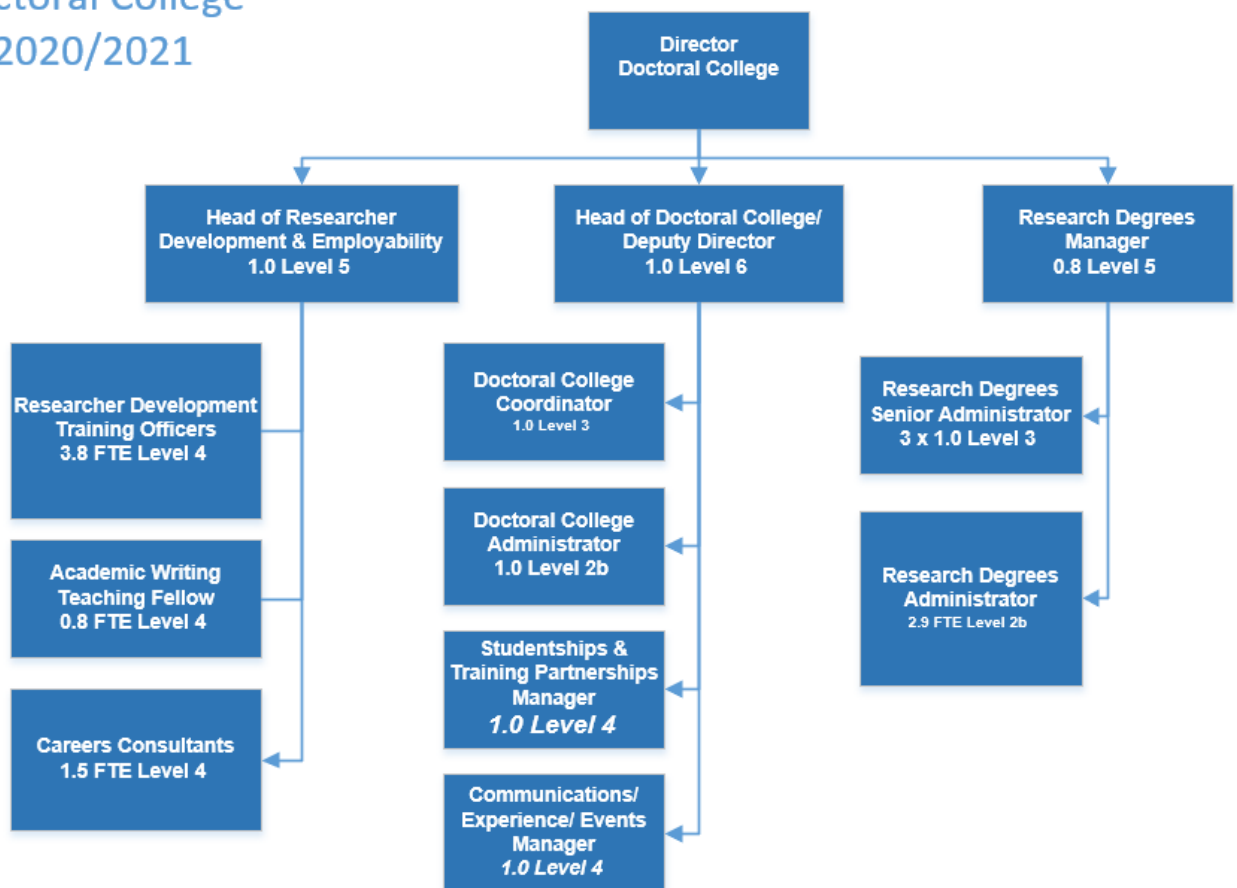
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
A track record of excellence in teaching/training ideally in HE, including experience in course, curriculum and/or training design.	E	3
High degree of knowledge of the research degree process and the role of early career researchers in HE.	E	3
Demonstrable technical and pedagogical competence in and experience of creating and delivering web-based learning.	E	3
Broad awareness of relevant policy/strategy/legislation issues regarding the development and training of researchers in higher education.	E	2
Experience with SPSS, MatLab, R, and/or other research analysis software and the ability to create and deliver training to support researchers in using these.	E	2
Comprehensive knowledge of relevant software packages e.g. Microsoft Office	E	3
Strong interpersonal skills including the ability to motivate, influence and build strong relationships.	E	3
Experience of providing professional skills training and/or professional development support, preferably designed for researchers.	D	n/a
Knowledge or experience of quantitative analysis.	D	n/a
Experience using Social Media, including LinkedIn, Facebook, Twitter, etc., and an understanding of the importance of Social Media in promoting research and raising one's own professional profile.	D	n/a
A track record of research publication.	D	n/a
Core Competencies 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.		Level 1-3
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		3
Leadership / Management		2
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		3
Strategic Thinking & Leadership		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 Researcher Development at the University of Surrey was established in 2005 as part of the national ‘Robert’s Funding’ initiative. It is now fully embeded within the life cycle of Surrey PGRs, and more recently our ECRs. With the launch of the Doctoral College in Dec 2016, Researcher Development was established as a key component of the Doctoral College, which holds within its remit support for PGRs, ECRs and doctoral supervisors.

Department Structure Chart

Doctoral College 2020/2021



Relationships

Internal

- Head of Researcher Development and Employability: direct line manager
- Researcher Training Officers Academic Writing Teaching Fellow: team members who work collaboratively to plan, design and deliver the programme.
- Researcher Careers Consultants: team members focusing on researcher employability, who work with and inform the training officers on employability related skills training.
- All colleagues within the Doctoral College Team
- Associate Deans for the Doctoral College for each Faculty.
- Director of Doctoral College: Head of Researcher Development and Employability's direct line manager.

External

- Colleagues in all teams that deliver training including Library and Learning Services, HR, RIGO, Institute of Higher Education.
- Faculty PGR directors: oversee the quality of provision for and academic progression of PGRs for each faculty. The post holder would be expected to communicate about RDP provision and seek insight from these people to enhance our provision.