

Research Job Family

Job Families

A job family is a brief description of the main features of a group of roles that is similar in character, where the role holders are engaged in broadly similar work, or have broadly similar objectives. It describes career groups at a number of different levels, reflecting differences in grades. It can be used to articulate development routes, by setting out the career path and clarifying the criteria for advancement from one level to the next within the same family, or to a role within a different job family. All the families are underpinned by the same job evaluation methodology. Descriptions are general and may not explicitly describe a particular role. Staff will not necessarily carry out all of the activities described at a particular level and some staff may carry out additional duties. The objective of the job matching process is to make the best possible match of individual jobs against the job family levels. There are unlikely to be many perfect matches, but it should be possible to identify a best match in the majority of cases.

Research Family

Levels

Levels 1 - 4

Not appropriate for this family.

Level 5

Roles at level five are typically involved in providing support for research activities. They are very routine in nature and/or are training roles that are likely to lead to more demanding roles in the future. It is anticipated that these role holders would have a graduate level education but previous experience would not be essential.

Teaching and Learning Support

- Assist in the supervision of student projects.
- Could be expected to contribute to introductory courses, for example on the use of research methods and equipment.

Research and Scholarship

- Undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys.
- Conduct literature and database searches.
- Continue to update knowledge and develop skills.

Communication

- Write up results of own research.
- Contribute to the production of research reports and publications.

- Present information on research progress and outcomes to bodies supervising research, eg. steering groups.
- Prepare papers for steering groups and other bodies.

Liaison and Networking

- Liaise with research colleagues and support staff on routine matters.
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.

Managing People

- Provide guidance as required to support staff and any students who may be assisting with the research.

Teamwork

- Actively participate as a member of a research team.
- Attend and contribute to relevant meetings.

Pastoral Care

- Show consideration to others.

Initiative, Problem-solving and Decision Making

- Make use of standard research techniques and methods.
- Deal with problems which may affect the achievement of research objectives and deadlines.
- Contribute to decisions affecting the work of the team.
- Analyse and interpret the results of own research and generate original ideas based on outcomes.

Planning and Managing Resources

- Plan own day to day research activity within the framework of the agreed programme.
- Co-ordinate own work with that of others to avoid conflict or duplication of effort.
- Contribute to the planning of research projects.

Sensory, Physical and Emotional Demands

- Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work.
- Carry out tasks that require the learning of certain skills.

Work Environment

- Is required to be aware of the risks in the work environment.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of research methods and techniques.

Level 6 (building on the level of demand in Level 5)

In order to be able to meet the requirements for jobs at level two, role holders will typically have obtained a PhD, or will have a degree and significant relevant experience.

Teaching and Learning Support

- Be involved in the assessment of student knowledge and supervision of projects.
- Assist in the development of student research skills.

Research and Scholarship

- Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required.
- Conduct individual and collaborative research projects.
- Write up research work for publication.
- Continually update knowledge and understanding in field or specialism.
- Translate knowledge of advances in the subject area into research activity.

Communication

- Deal with routine communication using a range of media.
- Communicate complex information, orally, in writing and electronically.
- Prepare proposals and applications to external bodies, eg. for funding and contractual purposes.
- Communicate material of a specialist or highly technical nature.

Liaison and Networking

- Liaise with colleagues and students.
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- Join external networks to share information and identify potential sources of funds.

Managing People

- Manage own research and administrative activities, with guidance if required.

Teamwork

- Work with colleagues on joint projects, as required.
- Collaborate with academic colleagues on areas of shared research interest.
- Attend and contribute to relevant meetings.

Pastoral Care

- Show consideration to others.

Initiative, Problem-solving and Decision Making

- Use new research techniques and methods.
- Use initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio.
- Use creativity to analyse and interpret research data and draw conclusions on the outcomes.
- Contribute to collaborative decision making with colleagues in areas of research.

Planning and Managing Resources

- Use research resources, laboratories and workshops as appropriate.
- Plan and manage own research activity in collaboration with others.

Sensory, Physical and Emotional Demands

- Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work.
- Carry out tasks that require the learning of certain skills.
- Balance with help the competing pressures of research and administrative demands and deadlines.

Work Environment

- Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes.
- Engage in continuous professional development.
- Understand equal opportunity issues as they may impact on areas of research content.

Level 7 (building on the level of demand in Level 6)

Teaching and Learning Support

- Contribute to the teaching and learning programmes in the Department.
- Supervise postgraduate research students.

Research and Scholarship

- Develop research objectives, projects and proposals.
- Conduct individual or collaborative research projects.
- Identify sources of funding and contribute to the process of securing funds.
- Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.
- Write or contribute to publications or disseminate research findings using other appropriate media.
- Make presentations at conferences or exhibit work in other appropriate events.

Communication

- Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.

Liaison and Networking

- Collaborate actively within and outwith the Institution to complete research projects and advance thinking.
- Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

Managing People

- Mentor colleagues with less experience and advise on personal development.
- Coach and support colleagues in developing their research techniques.
- Depending on the area of work, could be expected to supervise the work of others, for example in research teams or projects.

Teamwork

- Take lead responsibility for a small research project or identified parts of a large project.
- Develop productive working relationships with other members of staff.
- Co-ordinate the work of colleagues to ensure equitable access to resources and facilities.

Pastoral Care

- Deal with standard problems and help colleagues resolve their concerns about progress in research.

Initiative, Problem-solving and Decision Making

- Assess, interpret and evaluate outcomes of research.
- Develop new concepts and ideas to extend intellectual understanding.
- Resolve problems of meeting research objectives and deadlines.
- Develop ideas for generating income and promoting research area.
- Develop ideas for application of research outcomes.
- Decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.

Planning and Managing Resources

- Plan, co-ordinate and implement research programmes.
- Manage the use of research resources and ensure that effective use is made of them.
- Manage or monitor research budgets.
- Help to plan and implement commercial and consultancy activities.
- Plan and manage own consultancy assignments.

Sensory, Physical and Emotional Demands

- Balance the pressures of research and administrative demands and competing deadlines.

Work Environment

- Depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop research programmes and methodologies.
- Use a range of delivery techniques to enthuse and engage students.

Level 8 (building on the level of demand in Level 7)

Teaching and Learning Support

- Supervise the work of post graduate students.
- Could be expected to contribute to teaching programmes.

Research and Scholarship

- Contribute to the development of research strategies in the Department.
- Define research objectives and questions.
- Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding and the discovery or development of new explanations, insights, concepts or processes.
- Actively seek research funding and secure it as far as it is reasonably possible.
- Act as principal investigator on major research projects.
- Generate new research approaches and identify, adapt, develop and use research methodologies and techniques appropriate to the type of research.
- Review and synthesise the outcomes of research studies.
- Interpret findings obtained from research projects and develop new insights, expanding, refining and testing hypotheses and ideas.
- Contribute generally to the development of thought and practice in the field.

Communication

- Disseminate conceptual and complex ideas of a wide variety of audiences using appropriate media and methods to promote understanding.

Liaison and Networking

- Lead and develop internal networks for example by chairing and participating in Institutional committees.
- Lead and develop external networks for example with other active researchers and leading thinkers in the field.
- Develop links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income.

Managing People

- Provide academic leadership to those working within research areas by for example co-ordinating the work of others to ensure that research projects are delivered effectively and to time or organising the work of a team by agreeing objectives and work plans.
- Contributing to the development of teams and individuals through the appraisal system and providing advice on personal development.
- Could act as line manager (eg. of research teams)*
- Act as a personal mentor to peers and colleagues.

* where it is an established institutional practice at this level

Teamwork

- Lead teams within areas of responsibility.
- Ensure that teams within the Department work together.
- Act to resolve conflicts within and between teams.

Pastoral Care

- Responsible for dealing with referred issues for researchers within own project areas.
- Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, Problem-solving and Decision Making

- Resolve problems affecting the delivery of research projects within own area and in accordance with regulations.
- Make decisions regarding the operational aspects of own research programme.
- Contribute to decisions which have an impact on other related programmes.
- Provide advice on issues such as ensuring the adequate balance of research projects, appointment of researchers and other performance matters.
- Spot opportunities for strategic development of new projects or appropriate areas of activity and contributing to the development of such ideas.

Planning and Managing Resources

- Responsible for the delivery of own research programmes.
- Contribute to the overall management of the Department in areas such as budget management and business planning.
- Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the institution.
- Plan and deliver research, consultancy or similar programmes, ensuring that resources are available and required income levels are achieved.
- Contribute to the management of quality, audit and other external assessments eg. the Research Assessment Exercise.

Sensory, Physical and Emotional Demands

- Like all the elements, this builds on the demands in the profiles at lower levels. In this case there is no additional demand.

Work Environment

- Depending on area of work (eg. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Expertise

- Required to be a nationally recognised authority in the subject area.
- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.

Level 9 (building on the level of demand in Level 8)

Teaching and Learning Support

- Could be expected to contribute to teaching programmes and the development of the curriculum in own area.

Research and Scholarship

- Lead the development and implementation of research strategy.
- Lead and co-ordinate research activity in the subject.
- Lead research and collaborative partnerships with other external bodies.
- Lead bids for research, consultancy and other additional funds.
- Make presentations at national and international conferences and similar events.

Communication

- Be routinely involved in complex and important negotiations internally and with external bodies.

Liaison and Networking

- Chair committees and participate in Institutional decision making and governance.
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.
- Promote and market the work of the Department in the subject area both nationally and internationally.

Managing People

- Exercise academic leadership for all subject area research activities.
- Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
- Ensure that staff are suitably qualified to work within their own area.
- Appraise and advise staff on personal and career development plans.

Teamwork

- Develop and communicate a clear vision of the Unit's strategic direction.
- Ensuring the enactment of Institutional strategic plans.
- Develop team spirit and team coherence and foster inter-disciplinary team working.

Pastoral Care

- Responsible for the initial resolution of all team issues within and outwith standard procedures.
- Overall responsibility for welfare of staff drawing on specialist advice and support as required.
- Ensure that an appropriate framework is developed and used for pastoral care issues.

Initiative, Problem-solving and Decision Making

- Determine the final allocation of resources within own area of responsibility.
- Act as the final arbiter in local disputes.
- Be party to strategic decisions at Institutional level.

- Lead the development of new and creative approaches in responding to research and commercial challenges.
- Initiate new and original solutions to problems.
- Provide advice to external bodies.

Planning and Managing Resources

- Take overall responsibility for the organising and deployment of resources within own areas of responsibility.
- Plan and implement research projects and monitor progress to ensure the achievement of financial and research objectives.
- Contribute to Institutional planning and strategic development.

Sensory, Physical and Emotional Demands

- Like all the elements, this builds on the demands in the profiles at lower levels. In this case there is no additional demand.

Work Environment

- Overall responsibility for health and safety in own areas of responsibility.
- Ensure that appropriate risk management processes are operational.

Expertise

- A leading authority in the subject, with a considerable national or international reputation.
- Possess in-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- A thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.

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