

# Role description

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| **Role** | Birmingham Research Fellow |
| **Role Purpose** | To create and disseminate knowledge through initiating and conducting original, high-quality research, through publication, through supervision of doctoral researchers, and through delivery of undergraduate, postgraduate and/or CPD programmes, as appropriate to the disciplinary area. |
| **Grade** | 8 / 9 commensurate with achievement. In exceptional cases appointments may be made at a higher grade. |

**Main responsibilities**

The responsibilities are likely to include some but not all of the activities outlined below. In addition, the responsibilities will be as appropriate to the specific role and purpose.

## Research

To plan and carry out original, high-quality research, using appropriate methodologies and techniques. The research should be at least internationally excellent, if not internationally leading in terms of its originality, significance and rigour. Plans may include, where appropriate to the discipline:

* To pursue personal research including developing research ideas.
* To plan, execute, disseminate, and publish high-quality research.
* To attract external research funding.
* To project manage research activities, and/or supervise other research staff.
* To present findings in high-quality publications and conference proceedings.
* As relevant to their discipline, to engage with industry, policymakers, the media or others to facilitate the wider impact of their research.
* To develop novel methodologies and techniques appropriate to the type of research being pursued.
* To supervise and examine PhD students, both within the institution and externally.
* To provide expert advice to staff and students within the discipline.
* To apply knowledge in a way which develops new intellectual understanding.

Learning and Teaching

At the start of a Birmingham Fellowship, the emphasis will be on consolidating an outstanding research trajectory. However, because the University is committed to excellence in Education, Fellows will contribute to learning and teaching as described in the further particulars.

Birmingham Fellows will use a variety of methods teaching and advising individuals and groups of undergraduates, postgraduates, or CPD students to a high quality standard. Where appropriate to the discipline this may include:

* To teach and examine courses at a range of levels.
* To plan and review own teaching approaches and acting as a mentor to encourage others to do the same.
* To undertake and develop the full range of responsibilities in relation to supervision, marking and examining.
* To use appropriate approaches to learning and teaching in their field.
* To disseminate appropriate practices through suitable media.
* To develop and advise others on learning and teaching tasks and methods.
* To devise & supervise projects, student dissertations and practical work.

# Management/ Administration

Birmingham Fellows will not be expected to make a defined contribution in management and administration during the term of their Fellowship. However, they will be asked to do the following:

* To advise on personal and professional development of colleagues and students.
* To contribute to the academic community, including engaging with discussions at group, departmental, school, college or University level as relevant to them and their colleagues.
* To manage their own research and teaching responsibilities to ensure delivery of excellence.

**Scope of the role**

At the start of a Birmingham Fellowship, the emphasis will be on consolidating an outstanding research trajectory and the primary focus will be on research throughout. However, because the University is committed to excellence in Education, Fellows will be expected to contribute to PhD supervision and to develop a growing teaching portfolio over the course of their fellowship term. The balance of these responsibilities within the role will vary within each college and discipline. Birmingham Fellows will not be expected to contribute substantially to academic management and administration during the term of their fellowship, although they will be expected to engage as part of the academic community.

Research will involve initiating, conducting and disseminating high-quality original research. Birmingham Fellows will be expected to maintain a research profile that can be judged at the standard of international excellence (benchmarked as 3\* output) or internationally leading (4\* output). They will be expected actively to seek external research funding, as appropriate in their discipline, and to develop during their fellowship into credible and successful principal investigators and research leaders within the University and within their field. They will actively recruit and develop doctoral researchers. They will also be expected to engage with industry, policymakers, the media or others to facilitate the wider impact of their research, as appropriate within their field or discipline.

Teaching activities will include supervising and examining PhD students, which will vary according to the college and discipline. It is likely to include development and delivery of teaching at the undergraduate, postgraduate and/or CPD level. It will typically involve developing and advising others, including providing expert advice to staff and students. The emphasis remains on research, although opportunities to develop teaching will be established through individual discussions and negotiations. Humanities led disciplines will incorporate a phased programme of study leave with protected research time built-in alongside administrative and teaching duties.

The individual will also receive sponsorship from the University to complete their Postgraduate Certificate in Academic Practice (PCAP).

**Skills and Experience**

* PhD or equivalent qualification.
* Extensive and successful research experience and scholarship within subject specialism.
* Proven ability to devise and lead-on research.

Research

* Experience and achievement reflected in a growing reputation within their discipline.
* A publications profile that can be judged as at the standard of international excellence (benchmarked as 3\* output) or internationally leading (4\* output).
* Experience and demonstrated success in planning, undertaking and project managing research to deliver high quality results.
* Extensive experience of applying and/or developing and devising successful models, techniques and methods.

Teaching

* Ability to design, deliver, assess and revise teaching programmes.

Citizenship

* Ability to assess and organise resources effectively.
* Understanding of and ability to contribute to broader management/administration processes.
* Contributing to and building a high quality intellectual and academic environment.

**Planning and Organising**

* Plan high-quality research and organise self and others effectively to deliver research outputs.
* Project manage research activities and/or supervise other research staff
* Plan for and set teaching programme objectives over a number of years.
* Plan and manage own teaching at a range of levels (including design, delivery, assessment) as agreed with the Head of School. Organise meetings/ conferences/symposia.

**Decision Making**

* Develop research ideas.
* Decide how to develop and undertake the research.
* Decide where and when to present research findings and what publications and conferences to target for this purpose.
* Advise, supervise and examine PhD students.
* Develop knowledge in specialist area.
* Develop learning and teaching approaches, including approaches to mentoring.
* Develop programme proposals and decide what contributions to make to the design of teaching programmes.
* Contribute to School/Departmental management processes.

**Internal/External Relationships**

* Liaise with the relevant internal and external research community via seminars and conferences, including internationally.
* Referee and peer review of articles for peer-reviewed academic journals and grant applications for research councils and/or other major funding bodies.
* Maintain contact (including membership of) appropriate professional bodies.
* Provide expert advice internally and externally in specialist area.
* Develop links with external contacts such as other researchers and educational bodies.