

Research Grade 7

Aston University

Research Role Profile (V4)

Grade 7

ELEMENT	ROLE PROFILE
1. Communication	<ul style="list-style-type: none"> • Deal with routine communication using a range of standard media. • Communicate information and ideas, orally, in writing and electronically. • Present information on research progress and outcomes to bodies supervising research, e.g. steering groups • Prepare papers for steering groups and other bodies
2. Teamwork and Motivation	<ul style="list-style-type: none"> • Agree responsibilities. • Manage own research and administrative activities, with guidance if required. • Attend and contribute to relevant meetings • Actively participate as a member of a research team
3. Liaison and networking	<ul style="list-style-type: none"> • Liaise with research colleagues and support staff on routine matters • Join appropriate internal and external networks
4. Service Delivery	<ul style="list-style-type: none"> • Deal effectively with requests for information, referring them to others if appropriate • Provide information and data in line with agreed research objectives and proposals
5. Decision Making Processes and Outcomes	<ul style="list-style-type: none"> • Take independent and collaborative decisions that affect day-to-day operations within own specific area • Contribute to collaborative decision making with colleagues
6. Planning and organising resources	<ul style="list-style-type: none"> • Balance (with help where appropriate) the competing pressures of research and administrative demands and deadlines. • Use research resources, laboratories and workshops as appropriate. • 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
7. Initiative and problem-solving	<ul style="list-style-type: none"> • Deal with problems which may affect the achievement of own research objectives and deadlines
8. Analysis and Research	<ul style="list-style-type: none"> • Gather and manipulate data and information, interpreting the results for use by self and others • Undertake basic research by preparing, setting up, conducting and recording the outcome of experiments and field work • Develop questionnaires and conduct surveys • Conduct literature and database searches • Analyse and interpret the results of own research and generate original ideas based on outcomes • Make use of standard research techniques and methods.
9. Sensory and physical demands	<ul style="list-style-type: none"> • Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills. • Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information • Use of AV equipment

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10. Work environment	<ul style="list-style-type: none">• Be aware of the risks in the work environment and their potential impact on their own work and that of others.
11. Pastoral Care and Welfare	<ul style="list-style-type: none">• Be sensitive to and considerate of staff and student's pastoral/welfare needs. This may include dealing with signs of distress.• Refer individuals to the appropriate party should advice be necessary.
12. Team Development	<ul style="list-style-type: none">• Assist (formally or informally) with the induction of new staff, advising on procedures where appropriate.• Give advice, guidance, coaching and feedback to research staff and students where relevant
13. Teaching and Learning Support	<ul style="list-style-type: none">• May assist in the supervision of student projects• May be required to impart information to staff and/or students outside their own team and provide courses in a specific subject area, which may involve assessment of learning.• May be required to contribute to introductory courses, for example on the use of research methods and equipment
14. Knowledge and Experience	<ul style="list-style-type: none">• Possess sufficient breadth or depth of specialist knowledge in the discipline, and of research methods and techniques to work within own area.• Continue to update knowledge and develop skills.