**Research Staff Role Profiles**

**Research Assistant – General Role Profile & Job Description**

**ROLE SUMMARY**

Role holders at this level are concerned with ***assisting***an individual research leader or team to conduct a particular study (or group of studies). They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others. They will be working under close supervision by, and direction from, a more senior researcher or member of academic staff, who will be ultimately responsible for the project.

This may be the entry level for some staff that are expected to train and/or develop to take on more senior researcher roles. Role holders should be provided with academic and pastoral support within the department (including counselling on realistic career opportunities) and skills development.

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| **Reports to/Supervised by** | PI / Senior Research Fellow/Research Fellow/ Member of Academic Staff |
| **PhD required** | No |

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| **Research**   * + Assist an individual research leader or team to conduct a particular study (or group of studies).   + Conduct literature and database searches and interpret and present the findings of the literature searches as appropriate.   + Make use of standard research techniques and methods.   + Assists in analysis and interpretation of results of own research.   **Research Management**   * + Plan and manage own day-to-day research activity within the framework of the agreed project. For example, create and maintain a workplan and daybook, meet agreed schedules, milestones, deliverables and/or research outputs.   + Manage personal research/project resources within own control appropriately (including where required, laboratories, specialist equipment, consumables) e.g. under direction co-ordinate the provision of consumable items for the project (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).   + Keep appropriate records as directed and in line with Funder/University policy.   **Income Generation / Funding**   * + None expected but may, within the context of a research team, contribute to the development of research proposals for development reasons.   **Research Outputs - Write Up and Dissemination**   * + Write up results from own research activity (e.g. as project report) for review by PI.   + Provide input into the research project’s dissemination, in whatever form (report, papers, chapters, book) as directed by the PI/project leader. Authorship should be decided in line with guidelines such as the Vancouver Protocol, or similar authorship guidelines as appropriate.   + Present information on research progress and outcomes e.g. to bodies supervising research; steering groups; other team members, as agreed with the PI/project leader.   + Should write at least workshop level papers.   **Supervision**   * + Support and, where appropriate, co-supervise the work of undergraduate students e.g. Final Year Project Students.   **Contribution to Research Culture / UL Profile**   * + Continue to update knowledge and develop skills.   + Where appropriate provide advice and / or assistance to support staff, research students. May participate in limited student contact hours for own development (e.g. May deliver laboratory demonstrations, teaching laboratory test methods and demonstrating of various experiments and equipment used to undergraduates). The extent of this must not adversely impact the primary research role.   + Develop internal and external contacts with researchers in related areas.   + Actively participate as a member of a research team.   + Attend and contribute to relevant meetings/conferences.   + May contribute to work of department through activities such as student Open Days, other promotion activity in Department/University as appropriate.   **Qualifications & Experience**   * + Possesses sufficient breadth or depth of specialist knowledge in the discipline (for example with an undergraduate or Master’s degree).   + Knowledge of research processes, methods and techniques.   + May possess (or be working towards) a higher research degree.   + Computer /IT literacy and statistical proficiency (as appropriate).   **Policy & Standards**   * + Knowledge of, and adherence to, the University’s Policies and procedures relevant to role.   + Knowledge and compliance with health and safety in laboratory based research projects to ensure work undertaken with Good Laboratory Practice (GLP).   + Knowledge of Research Ethics as applied to the relevant discipline. |

**Post-Doctoral Researcher Level 1 (PD1) – General Role Profile & Job Description**

**ROLE SUMMARY**

The purpose of this research training role is to conduct a specified programme of research under the supervision of a Principal Investigator while developing skills and competencies with respect to the role and future career options. This work will be performed in accordance with the university’s research integrity policy and all other relevant policies.

Post-Doctoral Researchers employed on a Researcher Career Framework Contract will have dual goals in terms of a particular research project and responsibility for their own career development. The training and development relevant to this position will be completed within the period of the contract in which time the researcher will continue to develop skills and competencies with respect to the role and their future career options. The expected duration of the PD1/PD2 phase is up to 6 years in duration with a maximum of 4 years spent at PD1 or PD2.

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| **Reports to/ Supervised by** | Principal Investigator/Head of Academic Unit (or nominee) |
| **Qualifications** | A PhD Qualification[[1]](#footnote-1) is required. |

**KEY RESPONSIBILITIES**

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| Post-Doctoral Researchers will be expected to carry out the below list of responsibilities together with any additional duties requested by the Principal Investigator/Head of Academic Unit.  **Research**   * + Conduct individual and/or collaborative research producing excellent research outputs to the highest ethical standards in a variety of settings.   + Carry out any administrative work associated with your programme of research.   + Be involved in preparing grant proposals.   + Engage in the dissemination of the results of the research in which you are engaged for the relevant research stakeholders in the appropriate form.   **Contribution to Research Group and University**   * + Engage in the wider research and scholarly activities of your research group, centre or unit and contribute to its profile by participating in promotional activity.   + Participate in internal networks for the exchange of information and to form relationships for future research collaboration.   **Mentoring**   * + Provide day-to-day advice and assistance to research graduate students associated with your research group, centre, or unit.   **Personal Development**   * + Engage in appropriate professional training and development opportunities to develop own transferable skills, career, and reputation.   + May participate in limited teaching in furtherance of your own development and contribute to your unit’s teaching and tutoring approaches where appropriate. The extent of this must not adversely impact the primary research role and must be with the agreement of your manager and Head of Department/School. |

**PERSON SPECIFICATION**

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| **Knowledge and Expertise**   * + Demonstrates knowledge of a research discipline and field, and the operational requirements of a successful research project.   + Demonstrates the ability to generate new ideas and link and build upon existing ideas to generate unique concepts and solutions with integrity.   + Demonstrates knowledge and understanding of the policy, practices and procedures that are relevant to the role. This will include knowledge and understanding of Good Research Practice (including but not limited to ethics, research integrity, data management) & Integrity, and may also include broader University, sector, and external sponsor or funder policies.   **Research Environment**   * + Demonstrates evidence of research activity and a commitment to ongoing research and publications.   + Demonstrates a thorough understanding of the research environment both nationally and internationally and the ability to contribute to grant applications.   + Demonstrates an understanding of research impact as appropriate to their discipline, including the commercialisation process where applicable.   **Interpersonal Skills**   * + Demonstrates good communication and interpersonal skills with the capability of working within a project team to achieve results.   **Personal Skills and Effectiveness**   * + Demonstrates an ability to manage self, time, and own resources to enable a high level of personal effectiveness.   **Career Development**   * + Demonstrates a commitment to develop own transferable skills, profile, and reputation to advance own career beyond the end of the contract period.   + The researcher will be responsible for engaging in and availing of appropriate professional training and development opportunities via the Researcher Career Development Programme to develop their own transferable skills, career, and reputation. |

**Post-Doctoral Researcher Level 2 (PD2) – General Role Profile & Job Description**

**ROLE SUMMARY**

The purpose of this advanced research training role is to conduct a specified programme of research under the supervision of a Principal Investigator while continuing to develop skills and competencies with respect to the role and future career options. For Post-Doctoral Researcher Level 2 this may also include supervising research graduates and students. This work will be performed in accordance with the university’s research integrity policy and all other relevant policies.

Researchers employed on a Researcher Career Framework Contract will have dual goals in terms of a particular research project and their own career development. The training and development relevant to this position will be completed within the period of the contract in which time the researcher will continue to develop skills and competencies with respect to the role and their future career options. The expected duration of the PD1/PD2 phase is up to 6 years in duration with a maximum of 4 years spent at PD1 or PD2.

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| **Reports to/ Supervised by** | Principal Investigator/Head of Academic Unit (or nominee) |
| **Qualifications** | A PhD Qualification[[2]](#footnote-2) is required. |

**KEY RESPONSIBILITIES**

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| Post-Doctoral Researchers will be expected to carry out the below responsibilities together with any additional duties requested by the Principal Investigator/Head of Academic Unit.  **Research**   * + Conduct individual and/or collaborative research producing excellent research outputs to the highest ethical standards in a variety of settings.   + Substantially contribute to the identification of external funding sources, the preparation of grant proposals and the assessment of research findings for potential commercial exploitation or other routes for research impact as appropriate to the discipline.   + Engage in the dissemination of the results of the research in which you are engaged in for relevant research stakeholders in the appropriate form.   + Carry out any administration/management associated with your programme of research.   **Contribution to Research Group and University**   * + Engage in the wider research and scholarly activities of your research group, centre or unit and contribute to its profile by participating in promotional activity. Participate in internal/external networks for the exchange of information and to form relationships for future research collaboration.   **Mentoring**   * + Supervise and provide day-to-day advice, support, mentoring, and assistance to research postgraduates, students and other junior members associated with your research group, centre, or unit.   **Personal Development**   * + Engage in appropriate professional training and development opportunities to develop own transferable skills, career, and reputation.   + May participate in limited teaching in furtherance of your own development and contribute to your unit’s teaching and tutoring approaches where appropriate. The extent of this must not adversely impact the primary research role and must be with the agreement of your manager and Head of Department/School. |

**PERSON SPECIFICATION**

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| **Experience**   * + Appointees will generally have 3 years postdoctoral research experience.   **Knowledge and Expertise**   * + Demonstrates knowledge of a research discipline and field.   + Demonstrates the ability to generate new ideas and link and build upon existing ideas to generate unique concepts and solutions with integrity.   + Demonstrates knowledge and understanding of the policy, practices and procedures that are relevant to the role. This will include knowledge and understanding of Good Research Practice (including but not limited to ethics, research integrity, data management), and may also include broader University, sector, and external sponsor or funder policies.   + Demonstrates an understanding of the operational and management requirements of a successful research project.   **Research Environment**   * + Demonstrates evidence of research activity and a commitment to ongoing excellent research outputs.   + Demonstrates a thorough understanding of the research environment both nationally and internationally and the ability to contribute substantially to grant applications.   + Demonstrates an understanding of research impact and the commercialisation process (where relevant to their discipline).   **Interpersonal Skills**   * + Demonstrates good communication, mentoring, and interpersonal skills with the capability of working within a project team to achieve results.   **Personal Skills and Effectiveness**   * + Demonstrates an ability to manage self, time, resources, and people to enable a high level of personal effectiveness.   **Career Development**   * + Demonstrates a commitment to develop own transferable skills, profile, and reputation to advance own career after the end of the contract period.   + The researcher will be responsible for engaging in and availing of appropriate professional training and development opportunities via the Researcher Career Development Programme to develop their own transferable skills, career, and reputation. |

**Research Fellow – General Role Profile & Job Description**

**ROLE SUMMARY**

The purpose of this role is to design & implement a specific research programme/s in association with the Principal Investigator This role is a prestigious role which represents a step change from Post-Doctoral researcher roles. Your work will be performed in accordance with the university’s research integrity policy and all other relevant policies.

Research Fellows employed on a Researcher Career Framework Contract will have dual goals in terms of a particular research project and their own career development. The training and development relevant to this position will be completed within the period of the contract in which time the researcher will continue to develop skills and competencies with respect to the role and their future career options.

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| **Reports to/ Supervised by** | Principal Investigator/Head of Academic Unit (or nominee) |
| **Qualifications** | A PhD Qualification[[3]](#footnote-3) is required. |

**KEY RESPONSIBILITIES**

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| Research Fellows will be expected to carry out the below responsibilities together with any additional duties requested by the Principal Investigator/Head of Academic Unit.  **Research**   * + Conduct individual and/or collaborative research producing excellent research outputs to the highest ethical standards in a variety of settings.   + Carry out any administrative/management work associated with your programme of research.   + Proactively identify opportunities for external funding sources, prepare grant proposals and the assess research findings for potential routes to impact including commercial exploitation (as appropriate to the discipline) in collaboration with the PI.   + Engage in the dissemination of the results of the research in which you are engaged in for relevant research stakeholders in the appropriate form.   **Contribution to Research Group and University**   * + Engage in the wider research and scholarly activities of your research group, centre or unit and contribute to its profile by participating in promotional activity.   + Participate in external/international/internal networks for the exchange of information and to form relationships for future research collaboration.   **Mentoring**   * + Supervise and provide day-to-day advice, support, mentoring, and assistance to Postdoctoral researchers, postgraduate students and other junior members associated with your research group, centre, or unit.   **Personal Development**   * + Engage in appropriate professional training and development opportunities to develop own transferable skills, career, and reputation.   + May participate in limited teaching in furtherance of your own development and contribute to your unit’s teaching and tutoring approaches where appropriate. The extent of this must not adversely impact the primary research role and must be with the agreement of your manager and Head of Department/School. |

**PERSON SPECIFICATION**

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| **Experience**   * + The appointed candidate will generally have 4 - 6 years postdoctoral research experience.   **Knowledge and Expertise**   * + Demonstrates knowledge of a research discipline and field.   + Demonstrates the ability to generate new ideas and link and build upon existing ideas to generate unique concepts and solutions with integrity.   + Demonstrates knowledge and understanding of the policy, practices and procedures that are relevant to the role. This will include knowledge and understanding of Good Research Practice (including but not limited to ethics, research integrity, data management), and may also include broader University, sector, and external sponsor or funder policies.   + Demonstrates an understanding of the operational and management requirements of a successful research project.   **Research Environment**   * + Demonstrates evidence of excellent research outputs   Demonstrates a thorough understanding of the research environment both nationally and internationally and the ability to contribute substantially to grant applications. Demonstrates an understanding of research impact (including commercialisation) as relevant to their discipline  **Interpersonal Skills**   * + Demonstrates good communication, mentoring, and interpersonal skills with the capability of working within a project team to achieve results.   **Personal Skills and Effectiveness**   * + Demonstrates an ability to manage self, time, resources, and people to enable a high level of personal effectiveness.   **Career Development**   * + Demonstrates a commitment to develop own transferable skills, profile, and reputation to advance own career after the end of the contract period.   + The researcher will be responsible for engaging in and availing of appropriate professional training and development opportunities via the Researcher Career Development Programme to develop their own transferable skills, career, and reputation. |

**Senior Research Fellow – General Role Profile & Job Description**

**ROLE SUMMARY**

Role holders at this level will have extensive experience of research and research management. They will have a significant leadership role in collaborative research bids, leading research teams or driving forward innovative research themselves. They will manage the design, development and delivery of a range of research programmes and provide research leadership, contributing to the strategic direction of their department/research centre/Institute and enhance the departmental/research centre/institute research reputation e.g., through publications in refereed journals, contributions to edited volumes or authorships of major text(s) as appropriate to the discipline, over a sustained period.

This role reflects the EU Framework Level 4 role of ‘Leading Researcher’, which is described as: “a researcher leading their research area or field”. It would include the team leader of a research group or head of an industry R&D laboratory”. In particular disciplines as an exception, leading researchers may include individuals who operate as lone researchers”.

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| **Reports to/ Supervised by** | Principal Investigator/Head of Academic Unit (or nominee) |
| **Qualifications** | A PhD Qualification[[4]](#footnote-4) is required. |

**KEY RESPONSIBILITIES**

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| Senior Researcher Fellows will be expected to carry out the below responsibilities together with any additional duties requested by the Principal Investigator/Head of Academic Unit.  **Research**   * + Define research objectives and carry out substantive, original and significant research producing excellent research outputs to the highest standards in a variety of settings.   + Develop methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field.   + Play a leading role in national and international collaborative research projects.   + May be responsible for the overall leadership and management of a funded research project.   + Organise and conduct meetings with research staff to clarify objectives, develop teamwork plans/timetables for research and support staff, communicate progress.   + Participate in the selection of staff working on their own projects.   + Play a leadership role in mentoring junior colleagues and co-ordinating the work of research staff.   + Assist in training of research students and research staff colleagues.   + May be involved in contractual/financial administration in conjunction with appropriate parties (UL Legal, Research Finance, responsible parties as per the UL Signing Authority Policy) for research projects.   **Contribution to Research Group and University**   * + Engage in the wider research and scholarly activities of your research group, centre or unit and contribute to its profile by participating in promotional activity.   + Participate in internal/external networks for the exchange of information and to form relationships for future research collaboration.   **Personal Development**   * + Engage in appropriate professional training and development opportunities to develop own transferable skills, career, and reputation.   + May participate in limited teaching in furtherance of your own development and contribute to your unit’s teaching and tutoring approaches where appropriate. The extent of this must not adversely impact the primary research role and must be with the agreement of your manager and Head of Department/School. . |

**PERSON SPECIFICATION**

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| **Experience**   * + The appointed candidate will generally have at least 6 years postdoctoral research experience.   + An established reputation built upon a body of excellent research outputs.   **Knowledge and Expertise**   * + Demonstrates sufficient breadth or depth of specialist knowledge in the discipline and to be able to project manage major research projects.   + Demonstrates the ability to generate new ideas and link and build upon existing ideas to generate unique concepts and solutions with integrity.   + Demonstrates knowledge and understanding of the policy, practices and procedures that are relevant to the role. This will include knowledge and understanding of Good Research Practice (including but not limited to ethics, research integrity, data management), and may also include broader University, sector, and external sponsor or funder policies.   + Demonstrates experience of the operational and management requirements of a successful research project.   + Has an international reputation based on research excellence in their field.   + Publishes and presents influential papers and other research outputs as appropriate, serves on workshop and conference committees, editorial boards of journals and delivers invited talks   **Research Environment**   * + Demonstrates evidence of research activity and a commitment to ongoing research and publications.   + Demonstrates a thorough understanding of the research environment both nationally and internationally and the ability to contribute substantially to grant applications.   + Demonstrates an understanding of research impact/commercialisation as appropriate to their discipline   **Personal Skills and Effectiveness**   * + Demonstrates an ability to manage self, time, resources, and people to enable a high level of personal effectiveness.   + Demonstrates good communication, mentoring, and interpersonal skills with the capability of working within a project team to achieve results.   **Career Development**   * + Demonstrates a commitment to develop own transferable skills, profile, and reputation to advance own career after the end of the contract period.   + The researcher will be responsible for engaging in and availing of appropriate professional training and development opportunities to develop their own transferable skills, career, and reputation. |

**Document Control**

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| **Related Documents** | Policy for the Recruitment of Staff.  Research Contract Management Policy  IUA Researcher Career Development and Employment Framework  The European Charter for Researchers  The European Commission Code of Conduct for the Recruitment of Researchers |

1. In exceptional circumstances, 4 years equivalent full time research experience may be considered in lieu of PhD by prior agreement with HR. [↑](#footnote-ref-1)
2. In exceptional circumstances, in line with institutional policies 4 years equivalent full time research experience may be considered in lieu of PhD by prior agreement with HR. [↑](#footnote-ref-2)
3. In exceptional circumstances, in line with institutional policies 4 years equivalent full time research experience may be considered in lieu of PhD by prior agreement with HR. [↑](#footnote-ref-3)
4. In exceptional circumstances, in line with institutional requirements and policies 4 years equivalent full time research experience may be considered in lieu of PhD. [↑](#footnote-ref-4)