UNIVERSITY OF WARWICK

Job Description

Job Title	Houlden Fellow (Research Fellow)
Department	WBS
Grade	6

Job purpose (a brief summary of the role)	The post holder will undertake research, and more broadly support the work of the School to develop and enhance its reputation, both internally and externally. Such support will involve some teaching duties, and integration into one of the academic subject groups within WBS.
Duties and responsibilities	**Research and Scholarship** The successful candidate will: • Help establish a sound research base within the department in order to assist the development of research objectives and proposals for own or joint research. • Support faculty with the development of their research, such as support with data collection. • Write up research work for publication. • Translate knowledge of advances in the subject area into research activity. • Contribute to preparing proposals and applications to external bodies, e.g. for funding and contractual purposes, to support a developing research agenda. • Communicate complex information (orally and in writing) and material of a specialist or highly technical nature. • Continually update own knowledge and understanding in field or specialism. **Teaching and Learning Support** The successful candidate will: • Contribute to the teaching and learning programmes in the department, for the most part delivering seminars, with some light marking duties, amounting to no more than 30% of workload. • Assist in the supervision of student projects and the development of student research skills. • Be involved in the assessment of student knowledge and supervision of projects. • Ensure that content, methods of delivery and learning materials will meet the defined learning objectives. **Administration and Other Activities** The successful candidate will be asked to:

	• Attend departmental meetings and participate (where necessary) in other minor administrative tasks within the department. • Ensure compliance with health and safety in all aspects of work. • Work within budget constraints. • Perform administrative duties associated with WBS teaching programmes and any additional duties as agreed with the Head of Group. • Work with a small number of undergraduate and Masters students as personal tutees. • Undertake duties related to course administration, such as attendance records, etc.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good honours degree and possession of a PhD (obtained or near completion) or equivalent in relevant discipline.	A
E2	Ability to publish and/or produce high quality research output.	A,B & C
E3	Sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes.	A,B & C
E4	Ability or potential to contribute to the development of funding proposals in order to generate external funding to support research projects.	A & B
E5	An understanding of equal opportunity issues as they may impact on areas of research content.	A & B