



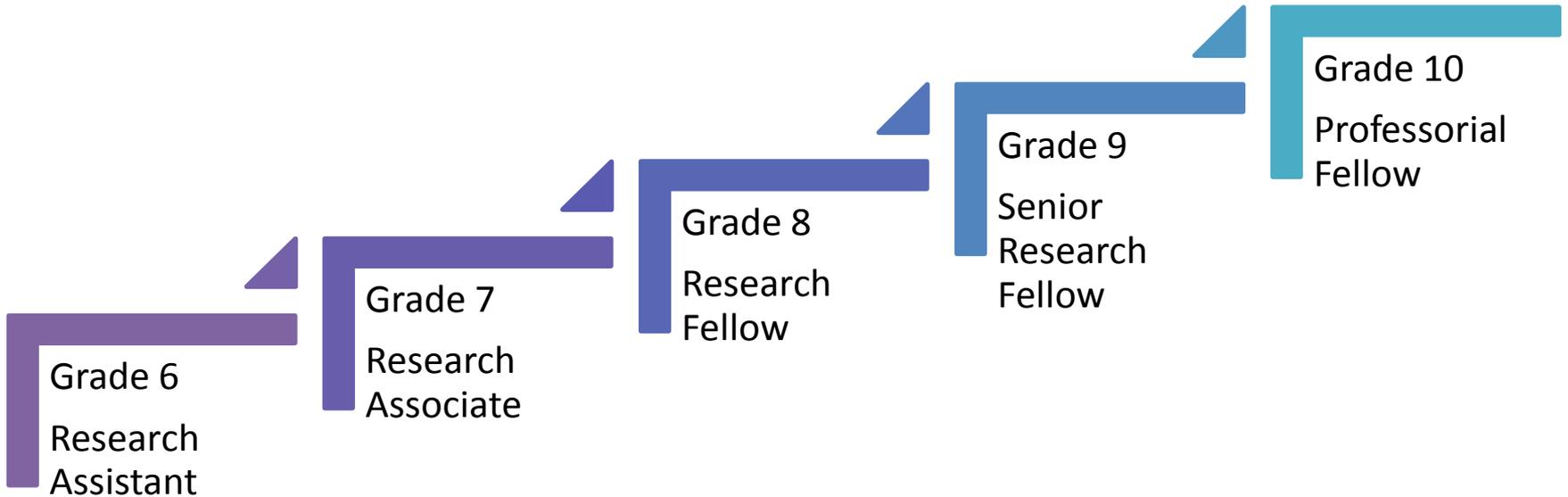
Advancing your academic career at Heriot-Watt

Research



Where's your role?

Research Dominant



What's expected at each grade?

As you progress through the grades you continue to build on your previous grade level descriptors.....

Teaching and learning support

Grade 6 Research Assistant

- Could be expected to contribute to School teaching – e.g. by assisting module delivery, supervising teaching laboratory classes and/or running tutorials – within constraints imposed by external bodies funding their position (if any) and/or research priorities.
- Assist in the supervision of student projects (undergraduate, Masters, MPhil/PhD, etc).
- Could be expected to contribute to specialist courses, for example on the use of research methods and equipment.



Grade 7 Research Associate

- Could be expected to contribute to the assessment of student knowledge in the context of teaching and supervision duties.
- Assist in the development of student research skills.



Grade 8 Research Fellow

- Contribute to the teaching and learning programmes in the School/Institute.
- Supervise postgraduate research students.



Grade 9 Senior Research Fellow

Supervise the work of postgraduate students.



Grade 10 Professorial Fellow

Contribute to the teaching and learning programmes in the School/Institute and to the development of the curriculum in own area.

Research and scholarship

Grade 6 Research Assistant

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



Grade 7 Research Associate

- Develop research objectives and proposals for own or joint research with the assistance of a mentor, if required.
- Conduct individual and collaborative research projects.
- Disseminate results of research in peer reviewed journals and conferences, and/or through other appropriate media
- Incorporate relevant advances in the subject area into research activity.



Grade 8 Research Fellow

- Develop research objectives, projects and proposals.
- 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.
- Make presentations at conferences or exhibit work in other appropriate events.



Grade 9 Senior Research Fellow

- Carry out independent research, consistent with the research strategy of the School/Institute, acting for some projects as principal investigator and project leader and, where appropriate, lead a research team, or otherwise contribute to research leadership within the School.
- Determine relevant research objectives, prepare research proposals, identify sources of research funding and, where necessary actively seek research funding and secure it as far as it is reasonably possible.
- Make presentations or exhibitions at national and international conferences, and other similar events.
- Demonstrate a sustained record of publications sufficient, in terms of volume and quality, to achieve international recognition, e.g. through publication in journals with substantial international circulation.
- Contribute to the development of Subject and School/Institute research strategies.
- Participate in peer-review, for example, through refereeing research articles submitted for publication in major specialist journals or refereeing research proposals submitted to the major funding bodies.



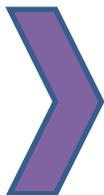
Grade 10 Professorial Fellow

- Lead the development and implementation of research strategy within the School/Institute.
- Lead and co-ordinate research activity in the subject across the University.
- Lead research and collaborative partnerships with other educational institutions and other external bodies.
- Lead collaborative University bids for research, consultancy and other additional funds, including partnerships with other Schools or institutions.
- Make presentations at international conferences and similar events, demonstrating evidence of esteem within the subject, e.g. through personal invitations to speak or present.
- Demonstrate leadership in peer review processes, e.g., through peer review panels or membership of the editorial board of a specialist journal

Communication

Grade 6 Research Assistant

- Maintain written records of: research results and progress, generated intellectual property, and data analysis.
- Contribute to the production of research reports and publications.
- Present information on research progress at internal group meetings; to funding organisations; steering groups, etc; and at external meetings and conferences.
- Prepare papers, posters, etc for these groups and meetings.



Grade 7 Research Associate

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



Grade 8 Research Fellow

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.



Grade 9 Senior Research Fellow

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



Grade 10 Professorial Fellow

- Be routinely involved in complex and important negotiations internally and with external bodies.
- Contribute to the communication of the wider University strategy within the School/Institute .

Liaison and network

Grade 6 Research Assistant

- 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.



Grade 7 Research Associate

- 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.



Grade 8 Research Fellow

- Collaborate actively within and out with 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.



Grade 9 Senior Research Fellow

- 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.



Grade 10 Professorial Fellow

- Chair and participate on internal 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 assisting quality review processes and external decision making bodies.
- Promote and market the work of the School/Institute in the subject area both nationally and internationally.

Managing people

Grade 6 Research Assistant

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



Grade 7 Research Associate

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



Grade 8 Research Fellow

- Mentor colleagues with less experience and advise on personal development.
- Coach and support research students and 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.



Grade 9 Senior Research Fellow

- Provide 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.
- Contribute to the development of teams and individuals through the PDR system and provide advice on personal development.
- Could act as line manager (e.g. of research teams)
- Act as a personal mentor to peers and colleagues.



Grade 10 Professorial Fellow

- Provide leadership for all subject area research activities within the University.
- Act as line manager for research staff and ensure 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

Grade 6 Research Assistant

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

Grade 7 Research Associate

- Work with colleagues on joint projects, as required
- Collaborate with academic colleagues on areas of shared research interest.

Grade 8 Research Fellow

- Act as a team leader.
- Develop productive working relationships with other members of staff.
- Co-ordinate the work of colleagues to ensure equitable access to resources and facilities.

Grade 9 Senior Research Fellow

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

Grade 10 Professorial Fellow

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

Pastoral care

Grade 6 Research Assistant

Show
consideration to
others

Grade 7 Research Associate

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

Grade 8 Research Fellow

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

Grade 9 Senior Research Fellow

- 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.

Grade 10 Professorial Fellow

- Responsible for the initial resolution of all team issues within and out with standard procedures.
- Overall responsibility for welfare of team members, 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

Grade 6 Research Assistant

- Make use of relevant 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.



Grade 7 Research Associate

- 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.



Grade 8 Research Fellow

- 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.



Grade 9 Senior Research Fellow

- 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.
- Spotting opportunities for strategic development of new projects or appropriate areas of activity and contributing to the development of such ideas.



Grade 10 Professorial Fellow

- 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

Grade 6 Research Assistant

- 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, under supervision, to the planning of research projects, including the development of new grant/contract proposals.



Grade 7 Research Associate

- Use research resources, and use laboratories and workshops as appropriate.
- Plan and manage own research activity in collaboration with others, including the development of new grant/contract proposals.



Grade 8 Research Fellow

- 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.



Grade 9 Senior Research Fellow

- Contribute to the overall management of the School/Institute in areas such as budget management and business planning.
- Participate in School/Institute level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver research and, where relevant, 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 e.g. the Research Assessment Exercise.



Grade 10 Professorial Fellow

- 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

Grade 6 Research Assistant

- 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.

Grade 7 Research Associate

Balance with help of supervisor the competing pressures of research and administrative demands and deadlines.

Grade 8 Research Fellow

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

Grade 9 Senior Research Fellow

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

Grade 10 Professorial Fellow

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

Grade 6 Research Assistant

Is required to be aware of the risks in the work environment and to comply with Health & Safety regulations.



Grade 7 Research Associate

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



Grade 8 Research Fellow

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.



Grade 9 Senior Research Fellow

Depending on area of work may be expected to take responsibility for the health and safety of others, for conducting risk assessments, and reducing hazards.



Grade 10 Professorial Fellow

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

Expertise

Grade 6 Research Assistant

Possess and maintain sufficient breadth or depth of specialist discipline knowledge and of research methods and techniques to work in own area.



Grade 7 Research Associate

- Engage in continuous professional development.
- Understand equal opportunity issues as they may impact on areas of research content.



Grade 8 Research Fellow

- 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.



Grade 9 Senior Research Fellow

- Required to be an internationally recognised authority in the subject area. Examples of international recognition include: lecturing in overseas institutions, international teaching collaborations, publishing research papers in international journals, having papers accepted for presentation at international conferences, invitations to present research papers or seminars abroad.
- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.



Grade 10 Professorial Fellow

- Be an internationally leading authority in the subject. For example: as an author of an internationally cited monograph or series of research articles; as a frequent speaker at international conferences or seminars; as a frequent collaborator with overseas academics; or as specialist reviewer or consultant, used regularly by public, professional and overseas bodies..
- Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- Maintain a thorough understanding of Institutional management systems and the wider higher education environment, including equal opportunities issues.