



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Research Fellow				
DEPARTMENT	Lincoln Higher Education Research Institute				
LOCATION	Lincoln, Brayford Pool				
JOB NUMBER	LALT0011	GRADE	7	DATE	February 2017
REPORTS TO	Head of Lincoln Higher Education Research Institute				

CONTEXT

The primary focus of this post is to undertake the evaluation of the Lincolnshire National Collaborative Outreach Programme (NCOP LiNCHigher). The Programme is funded by the Higher Education Funding Council for England (HEFCE) and led by Bishop Grosseteste University. The Programme has been established to address lower than expected progression to higher education in identified areas of Lincolnshire. Accordingly it will work across rural and urban areas of Lincolnshire with partners from across the education sector and in close collaboration with other community, public and private sector agencies.

The Research Fellow is based within the Lincoln Higher Education Research Institute at the University of Lincoln. The Institute provides a platform for excellent and useful research into higher education, developing expertise and impact through its work with researchers locally, nationally and internationally. The Research Fellow will work with other higher education researchers and contribute to the wider endeavours of the Institute.

JOB PURPOSE

The Research Fellow is responsible for designing, conducting and managing the evaluation of the NCOP LinCHigher project evaluation, line managed by the Head of the Research Institute and accountable to the Project Steering Group and the Project Manager. The post holder is expected to operate with a significant degree of autonomy.

The evaluation of this project will be impactful research in that it will be working on 'real world' issues leading to new solutions, changing practices and developing communities.

The post holder may be required to mentor and support others undertaking Higher Education research.

KEY RESPONSIBILITIES

Literature Surveys

Undertake literature surveys and other investigations of current knowledge, and prepare reports as required.

Programme of Research

Design and undertake programme of research evaluation under the direction of the Head of the Research Institute and in accordance with the requirements of the Project Steering Group and Project Manager, demonstrating a significant level of autonomy. The evaluation will involve gathering and analysing a range of longitudinal qualitative and quantitative data.

Lead in the production of high quality research outputs, including reports, papers and other publications of national/international standing.

Project Management

Perform project management activities, organising, planning, scheduling, monitoring and reporting on progress of the project evaluation.

Liaison and Networking

Identify and liaise with internal and external collaborators and colleagues, maintaining positive and effective working relationships; this will include liaison with senior personnel in other organisations including collaborators and project participants.

Internal Research Activities

Participate in and help to organise internal research activities, support and dissemination where appropriate.

Continuous Professional Development

Undertake continuous professional development activities.

Grant Applications

Contribute to the production of grant applications.

Support and mentoring

Aid in the supervision, support and mentoring of post-graduate students and staff as appropriate.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

This post is full-time for the fixed term period of two years.

The post-holder will be based at the Lincoln campus of the University of Lincoln but will need to work flexibly and be willing to travel in order to deliver the project evaluation outputs.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of Lincoln HR Research Institute• Other research and staff within the Institute	<ul style="list-style-type: none">• Project Manager• Wider project team• Project collaborators at partner institutions• Project participants



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PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
PhD or equivalent (good candidates may be accepted with a PhD pending, subject to publication record)	E	A
Extensive knowledge specific to project/area	E	A/I
Experience:		
Extensive experience of relevant research methods	D	A/I
Authorship of research outputs of national/international standing	D	A/I
Experience of evaluative research	E	A/I
Experience of higher education research or evaluation	E	A/I
Experience of facilitating the engagement of young people	D	A/I
Teaching support	D	A/I
Skills and Knowledge:		
Ability to design, conduct and project manage original research in the subject area	E	A/I
Excellent organisational, interpersonal, influencing and communication skills to effect and maintain good partnership collaboration	E	A/I
Excellent written communication, including the ability to write reports and research outputs	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure	E	A/I
Ability to communicate complex subjects orally	E	A/I
Skills specific to project/area	E	A/I
Competencies and Personal Attributes:		
Flexible approach to workload	E	I
Ability to work on own and as part of a team	E	I
Enthusiasm and commitment	E	I
Business Requirements:		
Ability to work flexibly	E	I
Ability to travel	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	KC	HRBA	CW
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