

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Professional Support Service	[Carbon Literacy Team, Deputy Vice Chancellor's Office]
School/Department	N/A
Division/Section/Unit	N/A
Job Title	[Research Associate (Carbon Literacy)]
Grade	[Grade 7]
Hours of Work	[1 fte]
Contract Duration (Perm/Fixed Term)	[1 year fixed term]
Reports To (Job Title)	Deputy Pro-Vice-Chancellor Sustainability
Responsible For (Job Title)	N/A

Principal Accountabilities
<p>[The main purpose of this role is to undertake applied research and knowledge exchange support to colleagues and support staff by assisting, and where necessary taking the lead, in the further development of the Carbon Literacy training project. In so doing, they will work closely with the Carbon Literacy team.</p> <p>They will work closely with the Carbon Literacy team to conduct applied research in support of the Carbon Literacy training project, such as evaluating training needs and the outcomes of training programmes, providing assistance and where necessary taking the lead with research data collection and analysis, and the dissemination of findings to appropriate groups related to the project through seminars, conferences, and publication in academic journals and reports, in order to further the institution's standing in the Higher Education and research community and contribute to the development of new areas in the field of Carbon Literacy and climate change education.</p> <p>Take responsibility for the management of discreet research projects as directed by the project co-ordinator.]</p>

Key Tasks

HR Only

[Role Profile]

[SOC]

[Grade]

[Analyst]

[Evaluation Number]

[Date]

Research Activities

[The post holder will be expected to make a direct contribution to Carbon Literacy, an area of existing applied research and knowledge exchange strength within the University. In particular, they will be required to undertake research evaluating training needs and the outcomes of internal and external training programmes using a mixed methods approach.

Plan and prioritise own day to day work and resources to achieve agreed research objectives, leading the work of small teams of research assistants and/or research students as required.

Undertake quality research and detailed analysis, and present findings to appropriate internal and external groups, such as research forums, conferences, or seminars, as required.

Write up results of own research and prepare for presentation to research team and relevant stakeholders, including production of research reports and publications and other impact related outcomes.

Use initiative and judgement to develop appropriate techniques in order to facilitate research work and resolve problems affecting the achievement of objectives and deadlines.

Liaison and Networking

Contribute to the dissemination of research findings through journals, conferences and seminars, in order to further the institution's standing in the HE and research community.

Participate in the development of internal and external partnerships and networks in order to disseminate information, share best practice, generate income, establish opportunities for collaborative work, and to enhance the reputation of the University.

Work with partners and external agencies on collaborative projects that benefit the University.

Teaching Support

Supervise the work/projects of taught postgraduate and/or research students as required and provide training on techniques appropriate to the role.

Service Provision

Keep relevant stakeholders updated on progress, and be responsible for exploring their needs, and acting on feedback, in order to ensure that research delivers against their requirements.

Collaborate with senior academic staff to organise, manage and carry out appropriate research.

Respond to enquiries and requests for information from potential students, academic staff from other HE institutions, and relevant stakeholders, when required.

Proactively and effectively engage with quality assurance procedures to ensure that University standards are upheld.

Teamworking

Actively participate as a member of the Carbon Literacy team, providing mutual support to colleagues to achieve successful completion of projects.

Attend Faculty, Department and Programme meetings/boards as appropriate and proactively contribute to decision making.

Introduce new starters to the area, giving training on basic skills and activities to assist their induction to the team.

Guide and support research assistants and other members of staff within the department in areas of expertise e.g. in undertaking research and writing up papers for publication. |

Special Features

The post holder must be willing and able to travel to client's sites to conduct research.

The post holder must be willing and able to work occasional evenings or weekends.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		Item	Relevant Criteria	Rank
1	Skills & Abilities	1.1	Ability to synthesise complex data from different sources and communicate findings orally and via written reports and articles for a range of diverse audiences.	E
		1.2	Ability to use initiative, creativity and judgement to develop appropriate approaches in order to further research.	E
		1.3	Ability to lead the work of a research team, co-ordinating effort and resources.	D
2	General & Specialist Knowledge	2.1	Proficiency in the use of relevant software packages for the collection, analysis and presentation of survey and interview data, and the preparation of high quality reports and publications.	E
		2.2	Possess sufficient breadth or depth of environment and sustainability knowledge (including current practice), to work within established research programmes.	E
		2.3	Knowledge of carbon management and carbon literacy, including an understanding of the international and national policy framework, carbon accounting standards, training approaches, and appropriate research methods	E

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			for the evaluation of training needs and outcomes.	
3	Education & Training	3.1	Hold, or be undertaking and working towards a doctoral level qualification in a relevant discipline; evidence of continuous professional development.	E
		3.2	Hold or be working towards the Carbon Literacy Project Certified Carbon Literacy Trainer certification.	D
4	Relevant Experience	4.1	Research and knowledge exchange experience in the field of environment and sustainability, with a focus on carbon management, which should include: <ul style="list-style-type: none"> making a demonstrable, independent contribution to projects data collection and analysis preparing written reports of results 	E
		4.2	Additional research experience, including: <ul style="list-style-type: none"> building relationships, networks and partnerships with internal and external contacts presenting at national and/or international research meetings preparing funding proposals and applications to external bodies supervising student work and providing appropriate support and feedback 	D
5	Special Requirements	5.1	Ability to travel as required to ensure delivery of Carbon Literacy tasks and objectives.	E
Date of Revision				
Key		Rank	E	Essential
			D	Desirable