



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Microbiology Post-Doctoral Research Associate
School:	Cardiff School of Sport and Health Sciences
Location:	Llandaff Campus
Grade:	6 A/B
Salary:	£38,205 – 42,978 per annum
Hours:	37 hours per week
Tenure:	18 months

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

The postholder will, under the instruction of the Principal Investigator, work closely with the project team on the preparation of the ethics application documentation; participant recruitment; quantitative and / or qualitative data collection and analysis and the dissemination of key project outcomes.

Principal Duties and Responsibilities:

- To lead, deliver and be a key point of contact for the relevant project.
- To develop, design, and manage the data collection sessions.
- To develop, design and manage data entry in conjunction with intervention partners and researchers.
- To provide technical expertise and guidance related to the collection of project data, maintaining a participant contact database.
- Support and train Research Assistants where required.
- To help develop, design, and manage the research project, employing a variety of methodologies and analysing the resulting data.

- Collaborate and write ethics forms for projects, in line with the University's ethical approval processes and data storage / GDPR guidelines.
- Build connections and undertake activities with relevant internal and external representatives from stakeholder groups to inform the development of the project.
- Recruit participants for the collection of data in accordance with the approved ethical standards.
- Contribute to the dissemination of research findings, through presentations to relevant stakeholders.
- Co-author research reports and publications on the research conducted as part of the project.
- To maintain and develop subject knowledge in those areas which are relevant to the project.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



PERSON SPECIFICATION

Job Title: Microbiology Post-Doctoral Research Associate

School/Unit: Cardiff School of Sport and Health Sciences

*Key
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education and Qualifications (Essential)	Doctoral level qualification or working towards the submission of a thesis.	A A		
Education and Qualifications (Desirable)	Membership of a professional body.	A		
Knowledge (Essential)	Knowledge relevant to the subject area. Knowledge of research ethics and governance processes in the relevant area.	A A	I I	
Knowledge (Desirable)	Knowledge of research methods and analysis relevant to the study. Knowledge of the key stakeholders involved in the subject area. Knowledge of research software packages.	A A A	I I I	
Skills and Abilities (Essential)	Ability to engage and connect with key stakeholder groups. Ability to write research ethics and governance applications in the relevant area. Ability to design processes for participant recruitment, data collection and data storage. Ability to analyse qualitative and / or quantitative data. Excellent analytical skills. Ability to communicate complex information clearly, both orally and in writing.	A A A A A A	I I I I	T

	<p>Competent in the use of Microsoft Office.</p> <p>Ability to use personal initiative and creativity to solve problems encountered in the research context.</p> <p>Ability to develop productive working relationships as part of a professional team.</p> <p>Strong interpersonal skills with an ability to communicate and relate to a variety of academics and professionals at different levels through reports, in meetings or by presentations.</p> <p>Self-motivated and well organised.</p> <p>Analytical and problem-solving skills.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>I</p>	
Skills and Abilities (Desirable)	Experience of relevant analytical software.	A		
Experience Paid/Unpaid (Essential)	<p>Experience of analysing qualitative and / or quantitative data.</p> <p>Experience of with a range of stakeholders.</p> <p>Experience of working to tight deadlines.</p> <p>Experience of presenting research findings.</p> <p>Experience of recruiting participants.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>I</p> <p>I</p> <p>I</p>	<p>T</p>
Experience Paid/Unpaid (Desirable)	<p>Experience of working on research projects.</p> <p>Experience of supporting funded collaborative research projects.</p> <p>Experience in the delivery of reports, conference presentations and/or journal publications.</p> <p>Experience of self-led research activity - designing, implementing, and reporting quantitative research.</p> <p>Experience of social media use and creation of visually appealing dissemination materials.</p> <p>Presenting experience (to small and large audiences).</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>		

Other Requirements (Essential)	<p>Willing to work flexibly with regard to working pattern.</p> <p>Evidence of undertaking continuing professional development (CPD). Willingness to undertake future CPD.</p> <p>Demonstrable commitment to equality and diversity.</p> <p>Willingness and ability to travel to off campus locations.</p> <p>The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>		
Other Requirements (Desirable)	<p>N/A</p>			
Welsh Language Skills Listening Essential	<p>Listening</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>A</p>		
Welsh Language Skills Reading Desirable	<p>Reading</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>A</p>		
Welsh Language Skills Speaking Essential	<p>Speaking</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>A</p>		
Welsh Language Skills Writing Desirable	<p>Writing</p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	<p>A</p>		