



Candidate Information

Position:	Researcher Development Consultant (part time)
School/Department:	The Graduate School
Reference:	21/109415
Closing Date:	Monday 3 January 2022
Salary:	£34,304 - £40,927 per annum pro rata.
Anticipated Interview Date:	Thursday 13 January 2022
Duration:	2 years

JOB PURPOSE:

At the Graduate school we are committed to providing a high quality research-led academic support which supports students in their academic achievement and professional development.

Queen's University's Postgraduate student community encompasses a diverse range of students from many different cultures and academic backgrounds

The post holder will design and deliver face to face and on-line training programmes, workshops and seminars to support students in key elements of their researcher development.

This is a temporary role for 2 years.

MAJOR DUTIES:

1. To create and develop training which develops students' academic research skills, using appropriate materials and tools.
2. To develop and deliver tailored postgraduate skills programmes to different groups to reflect the skills requirements for postgraduate study aligned activities to relevant researcher development frameworks and action plans, i.e. Vitae Researcher Development Framework.
3. To contribute to transitional programmes designed to develop students' academic skills and understanding of research culture at postgraduate level.
4. To work collaboratively with Graduate School colleagues and other stakeholders to deliver programmes aligned to the Graduate School's five 'pillars'.
5. To support the collection and analysis of data including evaluations to identify improvements and impact for future programme design. To compile and present reports on an agreed basis to relevant staff.
6. To develop partnerships with university schools and student societies/forums to identify and deliver bespoke researcher skill development opportunities.
7. To identify and develop relationships with potential external employers of postgraduate students, expanding challenge-based and work-related learning and networking opportunities within researcher skills development.
8. To support postgraduate research students and research staff working with research students to access the range of developmental opportunities available through the Graduate School.
9. To take responsibility for own professional development, including reading widely to ensure up-to-date knowledge of careers trends, research labour market, professional, legislative and ethical frameworks.
10. To contribute to wider sector and professional networks such as VITAE, AGCAS and AHECS.
11. To undertake training and professional development as identified through the Personal Development Review process, or required by managers.
12. To contribute to the wider services and University activities as may be required in line with the position.

Planning and Organising:

1. To complete all administrative tasks related to delivery of the Graduate School skills development programmes.

2. To contribute to the development and delivery of methods to monitor students' progression in the development of their research skills.
3. To contribute to team planning, policy development and project work aligned with the University's core objectives.

Internal and External Relationships:

1. To develop links with colleagues in other institutions and to contribute to the work of external professional bodies and networks in order to develop a wider knowledge of current professional issues.
2. To keep abreast of relevant literature and opportunities to enhance academic writing skills approaches and techniques.
3. To undertake any other duties, in line with the level of the post, and as required.

ESSENTIAL CRITERIA:

1. Degree or equivalent qualification in a relevant discipline.
2. At least 3 years' experience in developing high quality programmes and learning materials to support academic skills development.
3. Experience delivering skills development in a post-compulsory setting.
4. Ability to motivate students to develop their academic and researcher skills.
5. Ability to demonstrate a strong commitment to high quality, reflective, collaborative and professional practice in teaching and learning in HE.
6. Experience of working with students from a range on backgrounds in a HE setting.
7. To identify and develop relationships with potential external employers of postgraduate students, expanding challenge-based and work-related learning and networking opportunities within researcher skills development.
8. Ability to multi-task and manage own time and workload effectively.
9. Ability to work as part of a team comprised of staff with a range of experiences and responsibilities.
10. Ability to plan and organise a range of training sessions within a complex programme.
11. Ability to use information and data to inform future planning and service provision.
12. Experience in the use of technology in the development of learning resources.
13. Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.
14. Periods of restricted annual leave (Sept/Oct).
15. To complete all administrative tasks related to delivery of the Graduate School skills development programmes.
16. To contribute to the development and delivery of methods to monitor students' progression in the development of their research skills.
17. To contribute to team planning, policy development and project work aligned with the University's core objectives.
18. To develop links with colleagues in other institutions and to contribute to the work of external professional bodies and networks in order to develop a wider knowledge of current professional issues.
19. Ability to advise and support academic staff in integrating aspects of skills development into degree programmes.
20. To keep abreast of relevant literature and opportunities to enhance academic writing skills approaches and techniques.
21. To undertake any other duties, in line with the level of the post, and as required.

DESIRABLE CRITERIA:

1. Postgraduate qualification in learning/education.
2. 2 years recent relevant experience delivering researcher skills support to postgraduate students.
3. Experience of teaching and supporting groups of students within a HE environment.