

AGREED ROLE PROFILES FOR STAFF ENGAGED IN TEACHING, RESEARCH and SCHOLARSHIP

AC 2 (Lecturer grade)	
Teaching and learning support	Teach as a member of the lecturing team in a developing capacity within an established programme of study, with the assistance of a mentor if required
	Teach in a developing capacity in a variety of settings from small group tutorials to large lectures
	Transfer knowledge in the form of practical skills, methods and techniques
	Identify the learning needs of students and define appropriate learning objectives
	Ensure that content, methods of delivery and learning materials will meet the defined learning objectives
	Develop own teaching materials, methods and approaches with guidance
	Develop the skills of applying appropriate approaches to teaching
	Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking
	Supervise the work of students, provide advice on study skills and help them with learning problems
	Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students
	Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback
Research and scholarship	Reflect on practice and the development of own teaching and learning skills
	Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required
	Conduct individual or collaborative scholarly or research projects
	Write up research work for publication
	Continually update knowledge and understanding in field or specialism
	Translate knowledge of advances in the subject area into the course of study
Communication	Deal with routine communication using a range of media
	Communicate complex information, orally, in writing and electronically
	Communicate material of a specialist or highly technical nature
Liaison and networking	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 ideas
Managing people	Agree responsibilities
	Manage own teaching, research, scholarly and administrative activities, with guidance if required
	Could be expected to oversee postgraduate students
	Act as a mentor for students in capacity of personal tutor
Teamwork	Collaborate with academic colleagues on course development, curriculum changes and the development of research activity
	Attend and contribute to subject group meetings
	Collaborate with colleagues to identify and respond to students' needs

Pastoral care	Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support
	Appreciate the needs of individual students and their circumstances
	Act as a personal tutor, giving first line support
	Refer students as appropriate to services providing further help
Initiative, problem-solving and decision making	Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and research activities
	Respond to pedagogical and practical challenges
	Share responsibility in deciding how to deliver modules and assess students
	Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work
Planning and managing resources	Use teaching and research resources, laboratories and workshops as appropriate
	Plan and manage own teaching and tutorials as agreed with mentor
Sensory, physical and emotional demands	Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills
	Balance with help the competing pressures of teaching, scholarship, research and administrative demands and deadlines
Work environment	Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others
Expertise	Possesses sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching and research programmes
	Engage in continuous professional development
	Able to inspire students to learn
	Develop familiarity with a variety of strategies to promote and assess learning
	Understand equal opportunity academic content and issues relating to student need

AC 3 (Senior Lecturer grade) (building on the level of demand in Level 2)	
Teaching and learning support	Design teaching material and deliver either across a range of modules or within a subject area
	Use appropriate teaching, learning support and assessment methods
	Identify areas where current provision is in need of revision or improvement
	Supervise student projects, students on field trips and, where appropriate, on placements
	Set, mark and assess work and examinations and provide feedback to students
	Contribute to the planning, design and development of objectives and material
Research and scholarship	Engage in subject and professional research and pedagogy development as required to support teaching activities
	Develop and produce appropriate learning materials on the basis of scholarly activity
	Write or contribute to publications or disseminate research findings using other appropriate media such as presentations at conference or exhibit work in other appropriate events
	Extend, transform and apply knowledge acquired from scholarship to teaching, research and appropriate external activities

	Identify sources of funding and contribute to the process of seeking funds for own scholarly activities, where appropriate
Communication	Prepare proposals and applications to external bodies, e.g. for funding and accreditation purposes
	Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using a range of media
Liaison and networking	Participate in and develop external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate out reach work, generate income, obtain consultancy projects, or build relationships for future activities
Managing people	Advise and support colleagues with less experience and advise on personal development
	Depending on the area of work could be expected to supervise the work of others, for example in research teams or projects or as PhD supervisor
	Co-ordinate the work of colleagues to identify and respond to students' needs, e.g. as a module leader
Teamwork	Act as a responsible team member and develop productive working relationships with other members of staff
	Could be required to take a lead in a small scale project
Pastoral care	Could be expected to act as a module or personal tutor
Initiative, problem-solving and decision-making	Develop ideas and find ways of disseminating and applying the result of research or scholarship
	Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved
	Sole responsibility for the design and delivery of own modules and assessment methods
	Collaborate with colleagues on the implementation of assessment procedures and review student progress and retention
	Develop ideas for generating income
	Advise others on strategic issues such as student recruitment and marketing
	Contribute to the accreditation of courses and quality control processes
Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate	
Planning and managing resources	As a module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met
	Manage projects relating to own areas of work
	Undertake administrative duties, for example, admissions, examinations, assessment of progress and student attendance
Sensory, physical and emotional demands	Balance the pressures of teaching, research and administrative demands and competing deadlines
Work environment	Depending on area of work and level of training received, may be expected to conduct risk assessment
Expertise	Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and research programmes working with internal teams and external partners as necessary
	Maintain required professional standing through professional practice and continuing professional development
	Use appropriate delivery techniques to engage students

AC 4 (Principal Lecturer) (building of the level of demand in Levels 2 and 3)	
Teaching and learning support	Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels or to new audiences and/or networks
	Develop and apply innovative and/or appropriate teaching techniques and material which aim to create interest, understanding and enthusiasm amongst students
	Review on a regular basis course content and materials, updating when required
	Contribute to the development of teaching and learning strategies
	Ensure that course design and delivery comply with the quality standards and regulations of the university and department
Research and scholarship	Engage in, and possibly lead, pedagogic or subject research and other scholarly activities
	Determine relevant research objectives and prepare research proposals
	Contribute to the development of research strategies
	Carry out independent research and/or act as principal investigator and project leader
	Work in conjunction with others to apply subject knowledge to practice
	Make presentations or exhibitions at national or international conferences and other similar events
	Act as a referee for scholarly publications and contribute to peer assessment
Communication	Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding
Liaison and networking	Lead and develop internal and external networks
	Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration
	Provide advice to other institutions or external bodies (e.g. external examining, professional advice, subject reviewer)
Managing people	Act as a personal mentor to peers and colleagues
	Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example, co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans
	Resolve problems affecting the quality of course delivery and student progress within own areas of responsibility, referring more serious matters to others
	Contribute to the development of teams and individuals or provide advice on personal development, for example through SDRs or team meetings
Teamwork	Lead teams within area of responsibility
	Ensure that teams within the department work together
	Act to resolve differences within and between teams
Pastoral care	Be responsible for the system of tutorial support and/or dealing with referred issues
	Provide first line support for colleagues, referring them to sources of further help if required
Initiative, problem-solving and decision-making	Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations
	Make decisions regarding the operational aspects of own educational programme
	Monitor student progress and retention and initiate action where necessary

	Contribute to decisions which have an impact on other related programmes
	Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student/other performance matters
	Spot opportunities for strategic development of new courses or appropriate areas of activity and contribute to the development of such ideas
Planning and managing resources	Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance
	Responsible for the delivery of allocated educational programmes
	Contribute to the overall management of the department in areas such as budget management and business planning
	Contribute to school/departmental level strategic planning and where possible wider strategic planning processes in the institution
	Plan and deliver research, consultancy or similar programmes
	Be responsible for quality, audit and other external assessments in own areas of responsibility
	Responsible for setting standards and monitoring progress against criteria for own area of responsibility
Sensory, physical and emotional demands	Balance the pressures of teaching, research and administrative demands and competing deadlines
Work environment	Depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards
Expertise	Can demonstrate in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
	Will normally be externally recognised in their subject area

AGREED ROLE PROFILES FOR STAFF ENGAGED IN RESEARCH

Research Officer (Ac1)	
Teaching and learning support	Assist in the supervision of student projects
	Could be expected to contribute to introductory courses including preparing and delivering lectures and marking with guidance or developing others' expertise in the use of research methods and equipment
	Develop own knowledge of teaching and learning methods
Research and scholarship	Has some research experience/expertise
	Support the research of others by undertaking basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys
	Undertake experiments and use methods designed by others and develop the ability to design experiments and methods appropriate to the research project
	Conduct literature and database searches
	Continue to update own subject knowledge and develop research skills
	Contribute to research output by co-ordinating information, assessing its value and making recommendations
Communication	Write up results of own research
	Assist with the dissemination of research output and results: this may include assisting in the design of a website, exhibition or broadcast media programme
	Contribute to the production of research reports and publications

	Present information on research progress and outcomes to bodies supervising research, e.g. steering groups or the funding body
	Prepare papers for steering groups and other bodies
	Write minutes of meetings
Liaison and networking	Liaise with research colleagues, project partners and support staff on routine matters such as planning meetings, communicating details of expenditure or gathering information for project reports
	Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration
Managing people	Provide guidance as required to support staff and any students who may be assisting with the research
Teamwork	Actively participate as a member of a research team
	Attend and contribute to relevant meetings, e.g. represent the project on school or faculty steering group
Pastoral care	Show consideration to others
	Support managers' awareness of any developing problems
Initiative, problem-solving and decision- making	Make use of standard 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
Planning and managing resources	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 to the planning of research projects
	Administer smaller project budgets, including advice on cost-effective expenditure
	If supporting collaborative projects, may assist with tracking progress in each institution against grant requirements
Sensory, physical and emotional demands	These 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 physical skills
Work environment	Is required to be aware of the risks in the work environment
Expertise	Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of research methods and techniques
	Work flexibly in order to meet deadlines according to the demands of the research project

Research Fellow (Ac2)	
Teaching and learning support	Be involved in the assessment of student knowledge and supervision of projects
	Act as mentor to less experienced researchers
	Develop research supervision skills and assist in the development of student research skills
	Contribute to the teaching, tutoring and learning programmes in the school
Research and scholarship	Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required

	Conduct individual and collaborative research projects
	Contribute to writing up research work for publication or dissemination of research findings using other appropriate media or do this under supervision
	Continually update knowledge and understanding in field or specialism
	Translate knowledge of advances in the subject area into research activity
	Make presentations at national conferences or exhibit work in other appropriate events
Communication	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 accreditation purposes
	Communicate material of a specialist or highly technical nature
Liaison and networking	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
Managing people	Manage own research and administrative activities, with guidance if required
	Ensure own research is undertaken according to governance, ethical and quality assurance guidelines
	Contribute to supervision and mentoring of research students
Teamwork	Collaborate with academic colleagues on areas of shared research interest
	Work with colleagues on joint proposals, as required
	Attend and contribute to relevant meetings
Pastoral care	Mentor research students and less-experienced researchers, advising them on standard problems and referring non-standard issues to staff with appropriate expertise.
Initiative, problem-solving and decision making	Use new research techniques and methods
	Use initiative and creativity to identify areas of 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
	Generate ideas associated with research
Planning and managing resources	Use research resources, laboratories and workshops as appropriate
	Plan and manage own research activity in collaboration with others
	Help to plan and implement third stream commercial and consultancy activities
Sensory, physical and emotional demands	These 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
	Balance, with help, the competing pressures of teaching, scholarship, research and administrative demands and deadlines
Work environment	Required to be aware of the risks in the work environment and their potential impact on own work and that of others
Expertise	Expertise in the subject area
	Possesses sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes

	Engage in continuous professional development
	Understand equal opportunity, academic content and issues relating to student need

Senior Research Fellow (Ac3) (building on the level of demand in Level 2)	
Teaching and learning support	Supervise postgraduate research students
	Contribute to the development of and training in research methods and methodology and research structuring and planning
	Contribute to the teaching, tutoring and learning programmes in the school
Research and scholarship	Develop research objectives, projects and proposals
	Contribute to the development of research strategies in the school
	Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding and the discovery or development of new explanations, insights, concepts or processes
	Generate new research approaches and identify, adapt, develop and use research methodologies and techniques appropriate to the type of research
	Independent publication or dissemination of research findings using other appropriate media
	Extend, transform and apply knowledge acquired from scholarship to research and to appropriate external activities
	Identify sources of funding and contribute to the process of seeking funds
	May also present at international conferences or appropriate international events
Communication	Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using a range of media
Liaison and networking	Collaborate actively within and without 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
Managing people	Support colleagues in developing their research techniques
	Contribute to the development and implementation of research governance, ethics and quality assurance, including the university's bid process
	Mentor colleagues with less experience and advise on personal development
	Supervise the work of others, for example in research teams or projects
Teamwork	Take a lead responsibility for a small research project or identified parts of a large project
	Develop productive working relationships with other members of staff
	Co-ordinate the work of colleagues within a small research team to ensure equitable access to resources and facilities
Pastoral care	Deal with standard problems and help colleagues resolve their concerns about progress in research
Initiative, problem-solving and decision making	Develop ideas for application and exploitation of research outcomes
	Assess, interpret and evaluate outcomes of research
	Make decisions regarding the operational aspects of own research programme
	Resolve problems of meeting research objectives and deadlines
	Develop ideas for generating income and promoting research area

	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
	Generate ideas and initiatives that influence the direction of research
Planning and managing resources	Manage the use of research resources and ensure that effective use is made of them
	Plan, co-ordinate and implement research programmes
	Manage and monitor research budgets
	Plan and manage own third stream commercial consultancy assignments
Sensory, physical and emotional demands	Balance the pressures of teaching, research, third stream, outreach and administrative demands and competing deadlines
Work environment	Conduct risk assessment, reduce hazards and take responsibility for the health and safety of others
Expertise	Possess sufficient breadth or depth of specialist knowledge in the discipline to challenge or lead thinking and develop research programmes and methodologies
	Use a range of delivery techniques to enthuse and engage students
	Recognised authority in the subject area

Principal Research Fellow (Ac4) (building on the level of demand in Levels 2 and 3)	
Teaching and learning support	Supervise the work of postgraduate students and the research team. Develop and train others in research methods and methodology and research structuring and planning.
	Contribute to teaching, learning and curriculum development
Research and scholarship	Define research objectives and questions
	Contribute to the development of research strategies in the school
	Act as principal investigator on major research projects, responsible for the academic leadership of the project and management of the research and related activities
	Interpret findings obtained from research projects and develop new insights, expanding, refining and testing hypotheses and ideas
	Actively seek significant amounts of research funding and secure it as far as is reasonably possible
	Make presentations at international conferences or exhibit work in other appropriate international events
	Contribute generally to the development of thought and practice in the field
Communication	Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding
Liaison and networking	Lead and develop internal networks for example by chairing and participating in Institutional committees
	Contribute to the development of research and collaborative partnerships with other external bodies
	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, and professional bodies and other providers of funding and research initiatives to foster collaboration and generate income

Managing people	Provide academic 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 and provide advice on personal development
	Lead and manage research governance, ethics and quality assurance processes
	Act as a personal mentor to peers and colleagues
Teamwork	Lead teams within area of responsibility and contribute to the development and communication of a clear vision of the unit's strategic direction
	Ensure that teams within the school work together
	Act to resolve conflicts within and between teams
Pastoral care	Responsible for dealing with referred issues for students within own project areas
	Provide first line support for colleagues, referring them to sources of further help if required
Initiative, problem-solving and decision making	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 and programmes within the school
	Generate ideas leading to major new research programmes
	Contribute to decisions which have an impact of other related programmes
	Provide advice on issues such as ensuring the adequate balance of research projects, appointment of researchers and other performance matters
	Spot opportunities for strategic development of new projects or appropriate areas of activity and contribute to the development of such ideas
Planning and managing resources	Plan and deliver research, and third stream commercial consultancy or similar programmes and ensure that resources are available
	Responsible for the delivery of own research programmes
	Contribute to the overall management of the department in areas such as budget management and business planning
	Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the institution
	Contribute to the management of quality, audit and other external assessments
Sensory, physical and emotional demands	Balance the pressures of teaching, research, third stream, outreach and administrative demands and competing deadlines
Work environment	Conduct risk assessment, reduce hazards and take responsibility for the health and safety of others
Expertise	Acknowledged outside the institution as being a leader in the field
	In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
	Nationally recognised authority in the subject area

Revised 18.2.10 and agreed with LCIG as amendments to the Framework Agreement local collective agreement