



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Research Associate - Impact
Department	R&IS
Location:	Llandaff & Cyncoed
Grade:	5
Salary:	£ 35,116 - £38,429 full-time (equivalent hourly rate £18.20)
Tenure:	Casual and 6-12 months fixed term (renewable)
Hours	Variable

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

Role Summary:

The main purpose of this role is to contribute to the evidencing of impact activities and delivery of impact outcomes that contribute to Cardiff Met's aspirations for REF2029.

The post holder will report to the University Impact Development Manager and work closely with Research & Innovation Services (R&IS), Schools, PDR and internal and external stakeholders.

Principal Duties and Responsibilities:

- Contribute to the gathering and auditing of impact data.
- Liaise with key individuals based in the Schools/Units and RIS to support the effective collation of evidence of impact activity.
- Use in depth knowledge of research and data collection techniques to support successful impact activity outcomes.
- Conduct literature and data-based searches, and where appropriate, undertake report writing to support the production of research outputs and impact activity outcomes.
- Promote knowledge sharing via presentation of findings.

- Support the delivery of tangible economic, social and cultural benefits to the wider community that will contribute to impact outcomes.
- Undertake other such duties as may be reasonably assigned by the University Impact Development manager.

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. 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 technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Research Associate

Unit/School: R&IS

*Key

A - Application Form

I - Interview

T - Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education & Qualifications (Essential)	Undergraduate degree or relevant experience.	✓		
	Registered or recently completed Doctoral student.	✓		
Education & Qualifications (Desirable)	Relevant professional, post-graduate qualifications or equivalent experience in an appropriate area.	✓		
Knowledge (Essential)	Experience of working within an academic environment on applied research projects.	✓	✓	
	Experience of working in range of settings to collect a variety of types of data.	✓	✓	
	Knowledge of a range of research methods and data collection techniques	✓	✓	
Knowledge (Desirable)	Knowledge of the application of research and its impact	✓	✓	
Skills and Abilities Relating to Role (Essential)	Excellent people skills	✓	✓	
	Ability to work effectively as part of a team and with a variety of internal and external stakeholders.	✓	✓	
	Ability to show and use initiative	✓	✓	
	Effective presentation and written communication skills	✓	✓	
	Effective time management and administrative skills	✓		
	Ability to plan and prioritise work to achieve agreed objectives and work to deadlines	✓	✓	
	Ability to collate and store data	✓		
	Attention to detail	✓		

Skills and Abilities Relating to Role (Desirable)	Ability to contribute to writing reports and papers for publication	✓	✓	
	Full driving license	✓		
Experience Paid / Unpaid (Essential)	Evidence of gathering data and information within an academic environment.	✓	✓	
Experience Paid / Unpaid (Desirable)	Previous knowledge and experience of evidencing research change/impact.	✓	✓	
Other Requirements (Essential/Desirable)				
Welsh Language Skills Listening Desirable	<u>Listening</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Reading Desirable	<u>Reading</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Speaking Desirable	<u>Speaking</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		
Welsh Language Skills Writing Desirable	<u>Writing</u> A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>