

## **Job Description**

<b>Position:</b>	Post-Doctoral Research Fellow
<b>School:</b>	Institute for Materials Research and Innovation
<b>Reference:</b>	ENG-074/P
<b>Grade:</b>	Grade 6
<b>Status:</b>	Full-time, fixed term for 8 Months
<b>Hours:</b>	37
<b>Responsible to:</b>	Professor B K Kandola
<b>Responsible for:</b>	The design and implementation of the research project related to the development of carbon fibres from lignin based materials

### **Main Function of the Post:**

The Post-Doctoral Research Fellow will work on the Horizon 2020 Project led by Prof B K Kandola, 'Lignin Based Carbon Fibres for Composites'. He/she will function as a highly motivated individual to achieve the highest possible quality in the research project output. A strong research track record and expertise in the defined areas are essential; experience in working with industry is desirable. He/she must have excellent communication and interpersonal skills with the ability to interact with persons at all levels within the academic and business communities.

### **Principal Duties and Responsibilities:**

1. To join the research project team to act as one of the key players of the project.
2. To maintain confidentiality of all research undertaken in IMRI.
3. To generate research outcomes from own and team's research efforts as specified in the project outline and to present reports at consortium meetings as required.
4. To comply with the requirements of Health and Safety, COSHH and other relevant legislation
5. To enhance the international reputation and publication record of the Institute in order to enhance REF ratings.
6. To join supervisory teams responsible for supervision of associated research students.
7. To attend regular progress meetings, to prepare progress reports in time and present reports when necessary.
8. To prepare and present papers at seminars and conferences when required.
9. To support other areas of relevant research effort.
10. To advise and support academic colleagues having limited research supervisory experience.
11. To seek opportunities to fund future research projects.

12. To undertake research administrative duties as required.
13. The post holder will carry out other duties within the scope of the Institute for Materials Research and Development as requested by the Principal Investigator.
14. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment is subject to Disclosure and Barring Clearance

## Person Specification

<b>Post:</b> Post-Doctoral Research Fellow		<b>Reference:</b> ENG-074/P	
<b>Department:</b> IMRI		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	First degree at honours level of 2(ii) or higher in Chemistry, Polymer Science or a related subject	1	Documentation
1 b)	PhD in Polymer Science and/or Technology or a closely related subject or awaiting results of submission of thesis	1	Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Knowledge of polymer science and/or technology	1	Application Form / Interview
2 b)	Able to plan and initiate research programme	1	Application Form / Interview
2 c)	Ability to work with a range of people from diverse backgrounds in the academic and manufacturing sector	1	Application Form / Interview
2 d)	Effective written communication skills e.g. ability to write scientific reports and papers, letters, publications, prepare teaching sessions	1	Application Form / Interview
2 e)	Effective oral communication skills e.g. able to do presentations, deliver teaching sessions, communicate with external peer group, contribute to meetings	1	Application Form / Interview
2 f)	Ability to work independently	1	Application Form / Interview
2 g)	Demonstrate effective analytical and problem solving skills	1	Interview
2 h)	Ability to write project proposals for external funding	2	Application Form / Interview
2 i)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching.	1	Application Form / Interview
<b>3</b>	<b>Experience</b>		
3 a)	Research record during higher degree experience which demonstrates self-motivation and clarity of purpose	1	Application Form / Interview
3 b)	Experience in polymer chemistry / polymer chemical technology or other relevant areas	1	Application Form / Interview
3 c)	Experience of fibre spinning and characterisation	2	Application Form / Interview
3 d)	Experience of working with external organisations and particularly companies	2	Application Form / Interview
3 e)	Evidence of producing high quality reports and publications	1	Application Form / Interview
3 f)	Experience of training and/or supervising research students to use scientific equipment	2	Application Form / Interview

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<b>Criteria</b>			
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Ability to work within a team	1	Interview
4 b)	Ability to generate new ideas and concepts	1	Interview
4 c)	Ability to work with people at all levels in an organisation	1	Interview
4 d)	Ability to assess risk and make decisions which have some defined risk content when designing/implementing project	1	Interview
4 e)	Can show personal initiative when unforeseen challenges arise within a project	1	Interview
4 f)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 g)	Commitment to continuous improvement and creative ways of working	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	1	Interview

**Note:**

1. **Priority 1** indicates **vital** criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Please note that it is normally expected that appointee will commence at the bottom of the grade.