

FALMOUTH

UNIVERSITY

JOB DESCRIPTION

Job title:	Research Associate
Grade:	This post has been evaluated at Grade 5
Responsible to:	Professor, Centre for Arts and Health (Health Determinants Research Collaboration Cornwall)
Date:	May 2025
Project end date:	31/12/2028

Job purpose

The post holder will be required to support research for the Centre (and its constituent research groups) with increasing autonomy, including collaborating with the HDRC team within Cornwall Council, developing proposals for relevant arts based research projects within the collaboration, developing appropriate evaluation methodology, facilitating HDRC collaborators (including community groups) understanding of arts based research methods, developing academic papers for publication in conjunction with the lead for the Centre for Arts and Health

Health and Safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main duties and responsibilities:-

RESEARCH AND SCHOLARSHIP

1. To support the research of the centre / research project for the Centre for Arts and Health (HDRC) by undertaking basic research. In addition to using methods identified by senior and/or principal investigators develop the ability to design methods appropriate to the research project. This may include designing arts-based research activity, data gathering and analytical techniques to provide appropriate evidence in support of a research project.

2. Conduct literature and database searches
3. Continue to update own subject knowledge and develop research skills
4. Contribute to research output by co-ordinating information, assessing its value and making recommendations
5. Write up results of research analysing and interpreting the results critically and generate ideas based on outcomes.
6. Assist with the dissemination of research outputs and results. This may include assisting in the design of a website, exhibition or broadcast media programme.
7. Contribute to the production of research reports and publications
8. Present information on research progress and outcomes to bodies supervising research e.g. steering groups or funding body.
9. Prepare papers for steering groups and other bodies or committees
10. Write minutes at meetings

PLANNING AND MANAGING RESOURCES, PEOPLE

11. Plan own day-to-day research activity within the framework of the agreed programme
12. Contribute to the planning of research projects
13. Actively participate as a member of the research team, co-ordinating work with that of others
14. Support collaborative projects and assist in tracking progress against grant requirements for participating institutions
15. Provide guidance as required to support staff and any students who may be assisting with the research
16. Attend and contribute to relevant meetings to represent the project
17. May assist in administering and monitoring smaller project budgets, including advising on cost effective expenditure

18. Develop knowledge of Research Funding Frameworks and processes and develop experience of fundraising application with the supervision and support from the relevant research lead

LIAISON AND NETWORKING

19. Liaise with research colleagues, project partners and support staff on routine matters such as planning meetings or gathering information for project reports
20. To contribute to the development of a positive team culture within the Centre, maintaining good personal contact and a supportive presence with academic staff.
21. Establish effective internal and external contacts to develop knowledge and understanding and form relationships for future collaboration

OTHER DUTIES

22. The primary duty of this role is to support the research of the centre / research project for the Arts and Health research centre and the HDRC project. However, an important aim is to raise also the profile of the centre/research project and to attract the best undergraduates into related subjects. Research Associates are therefore encouraged to engage with undergraduates by undertaking activities as outlined below: -
 - May be required to assist and support student projects
 - Appropriately qualified research associates may be asked to supervise postgraduate students.
 - May be required to undertake small group teaching (e.g. Seminars/Tutorials) related to subject specialty
 - To provide students with an insight into postgraduate level research and professional practice with the aim of building confidence, developing critical thinking, academic enquiry and the ownership of learning.

General duties and responsibilities

23. To work within and actively support the equality and diversity policies and practices of Falmouth University.
24. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.

25. To participate in the annual Performance Development Review process.
26. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
27. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
28. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
29. To be responsible for your own continuing self-development.
30. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

Health & safety requirements

31. In relation to health and safety, you are responsible for ensuring that:
 - You comply with safe systems of work in operation within your work area.
 - You work co-operatively with other staff who have responsibility for health and safety requirements.
 - You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
 - You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
 - You may be required to undertake duties as a first aider (for which a separate allowance is paid).

Measures and Indicators of Success

Measures and indicators of success in this role will be agreed at regular intervals and as part of the annual PDR (Performance Development Review) process, and will include, but are not limited to:

- Contribution to delivery against annual targets articulated in the R&I strategy
- Contribution to the progressive achievement of AIR's contracted outputs
- An increased level of externally funded research and knowledge transfer activity at the University— both in terms of income generated and the proportion of staff involved.

PERSON SPECIFICATION

Job title: Research Associate

Attributes	Essential requirements	Desirable requirements
Education and qualifications	A higher degree or equivalent Registered for PhD study and actively pursuing achievement of PhD “Introduction to Teaching” delivered by Falmouth University or equivalent course or experience Willing to undertake a standard DBS check	PhD
Experience and knowledge	Knowledge and experience of the Centre’s broad field of enquiry in Arts and Health Sufficient knowledge of an aspect of the field to develop further skills in, and knowledge of, research methods and techniques Ambition to develop knowledge of research methodologies and discipline. A good understanding of the research process A good understanding of research policy and funding A proven track record in delivering projects in support of research to deadline Demonstrable experience working as a Research Assistant or equivalent level or experience	An emerging publications record in the field Experience in supporting students in research projects Developing knowledge of teaching and learning methods
Skills and personal requirements	Proven effective interpersonal and communication skills including written, IT and oral presentation skills Ability to establish and participate in effective networks Self-motivated and hardworking Ability to work on several projects concurrently building an increasing level of autonomy Ability to organise and prioritise own work Ability to critically appraise research evidence Good attention to detail and highly organised A highly motivated, committed and effective team member, able to work flexibly, creatively, quickly and accurately when working to tight deadlines.	