

Candidate Brief

Research Associate (CREME)

Reference: R180299

Salary: £32,548 to £38,833 [Grade 8]

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours BST on
Tuesday 24 July 2018

Interview Date: Week beginning 30
July 2018 (date to be confirmed)

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

The Centre for Research in Ethnic Minority Entrepreneurship (CREME) has built up an enviable reputation regionally, nationally and internationally for its pioneering research and business engagement activities, promoting diversity and enterprise. CREME delivers leading-edge expertise on business support for ethnic minority entrepreneurs.

The role of the research fellow is to contribute to, develop and lead research activities through professional practice and expertise. In addition, to exploit external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate.

Research Fellows will have an established research profile at least at a national level with evidence of a growing track record in internationally excellent and leading research publications as well as attracting research grant income appropriate to the discipline.

Research

- ▶ Work with the Director of CREME on project relating to ethnic minority entrepreneurship and/ or enterprise policy.
- ▶ To develop research objectives, projects and proposals for research programmes consistent with the Centre's research strategy and priorities, with the assistance of a mentor if required.
- ▶ To write up and publish the outcomes of research in good quality publications.
- ▶ To present papers, posters, reports at seminars, conferences etc.
- ▶ To collaborate in research initiatives with colleagues in and beyond the Centre as appropriate.
- ▶ To identify sources of funding, develop and submit funding applications, securing external research funding.
- ▶ Where appropriate to Centre/School/University strategy and subject discipline, to participate in and develop external networks.
- ▶ To supervise and manage research projects
- ▶ To supervise PhD and other postgraduate students to completion.
- ▶ To coach junior colleagues in research.

Teaching

- ▶ To undertake a limited amount of teaching with students at a range of levels, achieving good student feedback through critical reflective practice,
- ▶ To contribute to the assessment of student knowledge and the supervision of student projects.
- ▶ To assist in the development of student research skills.

External engagement

- ▶ To represent the interests of the subject and School via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.
- ▶ To forge relationships with the professional bodies and other bodies representing relevant professional interests.

Citizenship

- ▶ To carry out specific (School) roles and functions as may be reasonably required e.g. Head of Department, Programme Director, Personal Tutor, Admissions Tutor).

- ▶ To take part in the meetings and activities of the Academic Department and, on occasion, act as Chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To demonstrate the University's leadership values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A good first degree in a relevant subject	Application form
Experience	<p>Experience of initiating and conducting research up to doctoral level</p> <p>Experience of writing up/contributing to the write up of research for high quality publications.</p> <p>Experience of producing papers, posters, reports presenting at seminars, conferences etc.</p> <p>Experience of positive collaboration within and outside of candidate's immediate research team.</p> <p>Supervising other personnel involved in the project.</p>	Application form, interview and presentation
Aptitude and skills	<p>Ability to present data in both a clear and concise manner that is visually appealing.</p> <p>Ability to prepare written communications to a high standard</p> <p>Ability to develop and maintain a research programme and to publish in high quality publications.</p> <p>Ability to harness IT as a research and teaching tool</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Interview and presentation

	Desirable	Method of assessment
Education and qualifications	A doctorate in a relevant academic discipline, such as social science, business or entrepreneurship (Desirable)	Application form

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Monder Ram
Job Title: Professor
Email: m.ram1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

Data Protection Act 1998: Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr

