

Job Description

Job Title:	Research Fellow in Social Work/ Social Policy
Job Ref:	HED386
Campus:	Hendon
Grade:	Grade 7 – 1.0fte
Salary:	£38,206 - £43,887 Inclusive of London Outer Weighting
Period:	2 year fixed term
Reporting To:	Director of Research
Accountable To:	Head of Department

Role Summary

The role will be held by a researcher capable of developing and undertaking research projects or strands of major programmes.

Job Purpose

To contribute to applications, management and conduct of research projects and programmes, ensuring they are of the highest standard and deliver the intended results, to the benefit of the School, the University and the wider community.

Main responsibilities

Research and knowledge transfer

- Contribute to or lead (under guidance) applications for research and knowledge transfer funding
- Contribute to the design of research and knowledge transfer proposals
- Individually or with others, conduct and disseminate the outputs of high quality research, normally of international standard
- Develop and maintain a network of research contacts, in the University and the wider specialist community
- Continually update own knowledge in the field of specialism
- Contribute to Masters and doctoral supervision

Academic Leadership and Management

- Manage research activity, as agreed
- Advise and coach colleagues as appropriate
- Undertake other activities, as required.

Learning and teaching

- Contribute to an agreed level of teaching, including assisting in the supervision of projects
- Provide guidance to students about research methods, analyses, equipment and presentation of results, to help them develop their research and study skills
- Enhance student experience and outcomes

Hours: The duties and responsibilities of a research fellow are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.

PERSON SPECIFICATION

Post Title: Research Fellow in Social Work/Social Policy

Essential requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications and experience (normally a doctorate or equivalent in social or health care or a related social sciences discipline)
- Knowledge of the current context in which social work and social care is provided and an ability to define a research agenda for social work and social care.
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- Ability to contribute to the production of high quality research proposals
- Evidence of significant contribution to the preparation of successful grant applications
- Evidence of research outputs of national/international standard
- Comprehensive knowledge and understanding of applied research methods, including mixed method research design.
- Experience in the use of qualitative and quantitative methods, and the analysis of qualitative and quantitative data.
- Ability to contribute to learning and teaching
- Ability to engage students
- Ability to take responsibility for and work independently on specific project tasks, consulting and reporting to colleagues appropriately
- Excellent organisational skills with the ability to organise time appropriately and effectively
- A flexible and creative attitude to work, including a willingness to undertake travel
- Demonstrated ability to work as part of a team
- Excellent communication skills, both oral and written
- Computer literate with advanced Word, Excel and SPSS skills

Leave: 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of

the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:
<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Closing date for receipt of applications: see job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact Dr Tim Weaver (t.weaver@mdx.ac.uk).

Academic Professional Apprenticeships (APA) (updated January 2020)

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points *(please refer to the Academic Professional apprenticeship Guidelines for more detailed information)* <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week approximately).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- Exemptions for prior learning can be considered, if some modules have been completed.
- The Apprenticeship is managed by the Education Department.
- Applicants have 2 years to successfully complete the programme.
- Staff completing the apprenticeship will be awarded: the Academic Professional Apprenticeship, the PG Cert Higher Education and Fellowship of the Higher Education Academy (FHEA).

Guidance Table

Considerations	Answer
Prior Qualifications Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in HE .	If yes, no further action is required. If No , they will be required to do the APA
Is applicant a UK or EEA national or a non UK or EEA national who has been in the UK for at least 3 years ?	If yes, the applicant will be required to do the APA. If No, they will be required to undertake the PG Cert HE as they will not be eligible to do the APA
Level 2 English & Mathematics (GSCE) Has the applicant completed level 2 English & Mathematics or equivalent? (Evidence will need to be provided).	If yes the Applicant will be able to do the APA. If No, the Applicant will be required to undertake the PG Cert HE, as they are not eligible to do the APA.
Part Qualified Has the applicant already commenced a PG Cert HE, FE Programme in another institution and completed some of the modules?	The applicant will still be required to complete the APA and may be given credit for the modules already completed. The recognition of prior learning (RPL), may reduce the overall time to complete the Apprenticeship. However, all apprenticeships must be undertaken over a period of at least twelve months.
Start date When are applicants expected to start the programme?	If the applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
Deferral Are applicants able to request a deferral?	Approval for deferral will be given by the Executive Dean or Head of School.

Postgraduate Certificate in Higher Education Programme

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

POST GRADUATE CERTIFICATE IN HIGHER EDUCATION

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

Either

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

Or

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

Not Accepted

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

NB Regardless of exemption, all new lecturers to the University MUST go through academic induction.