



Cardiff  
Metropolitan  
University

Prifysgol  
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Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Research Fellow Human Centred Design GA</b>
<b>Department</b>	<b>Human Centred Design Global Academy</b>
<b>Location:</b>	<b>Llandaff</b>
<b>Grade:</b>	<b>8AB</b>
<b>Salary:</b>	<b>£46,718 - £54,131 per annum</b>
<b>Tenure:</b>	<b>Three Year Fixed Term</b>
<b>Hours</b>	<b>37 hours per week</b>
<b>Accountable to:</b>	<b>Head of Global Academy – Human Centred Design</b>

### **Role Summary:**

This post will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23. As a key part of 'Cardiff Global' the Global Academies will lead and coordinate interdisciplinary, international and impactful postgraduate and research provision. Global Academies will develop existing research strengths and opportunities to coordinate and deliver interdisciplinary and international postgraduate and research provision with high levels of impact. It is envisaged that the University will develop four to six Global Academies over the lifetime of the plan.

The post will support the the Head of Global Academy – Human Centred Design in stimulating and delivering interdisciplinary research activity, bringing experience in relevant research grant capture, producing academic outputs and supporting the development of other researchers. Responsibilities will include:

- Leading the development of human centred design focussed interdisciplinary research proposals
- Contributing to the development of interdisciplinary research proposals that have a human centred design element
- Leading the development of research teams across Cardiff Met through collaboration with senior researchers and early career researchers, to

develop new teams to identify and capitalise upon new development opportunities

- Managing funding application development and assuming strategic oversight of key research projects including project management of select research projects
- Leading and supporting the production of relevant research outputs

Activities will include both leading (authoring) and supporting the development and editing of materials for research and enterprise funding applications applicable to the Human Centred Design Global Academy to be submitted to a variety of bodies, e.g. the European Commission, UKRI, Charities.

The role holder will also formalise and implement processes that will lead to higher quality applications and associated growth of interdisciplinary research at Cardiff Met.

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

#### **Summary:**

The primary duties of this role are to support the Head of Global Academy – Human Centred Design in stimulating increased interdisciplinary research activity, income and output within Cardiff Met. The role is based centrally in Research and Innovation Services, enabling cross-school flexibility. The role holder will bring experience in relevant research grant capture, and use this experience to provide high quality research development support and guidance for the academic staff. This will include developing growth plans, monitoring funding sources, identifying potential funding sources of relevance to the expertise of relevant research groups, communicating funding opportunities, gathering and editing materials for bid development, authoring bids in collaboration with academic staff and leading relevant funding proposals. This will include external engagement to develop research partnerships both nationally and internationally and across disciplines to promote the use of design in addressing global challenges. Some travel is anticipated across the UK and occasionally internationally.

#### **In detail:**

1. **Development of research growth plans with senior researchers.** This includes the development of long-term plans, with short and mid-term goals. Development of appropriate funding applications with researchers at all levels and monitoring progress towards research groups' ambitions (including monitoring of both growth and group contribution). The application of significant innovation and creativity within funding applications will be required. Where appropriate the role holder will themselves be the lead person within funding applications.
2. **Development plans created with early career researchers.** Creating and implementing an approach to early career development that can be formalised within, and across, the Global Academies. As with all researcher development undertaken, the role holder will be responsible for developing feedback mechanisms to enhance the personal development of the researchers.
3. **Strategic development of HCD GA.** Contribute to the strategic development of HCD GA by planning and developing outline and

detailed proposals with research groups in line with the Global Academy(ies) strategy.

4. **Income generation facilitation.** Identifying potential funding sources via desk research, relationship building with funding bodies and other academics (internal and external) and attendance at appropriate briefing sessions. This will include international networking with people at high levels within governments, academic establishments and other organisations.
5. **Project management and support.** Project managing the development of funding proposals including the gathering and editing of materials, monitoring progress, managing internal sign-off and submitting applications. These activities will require liaising with Research Support Officers and Finance Officers at Cardiff Metropolitan University on matters such as project budgets, costs, management structures and work packages.
6. **Bid development.** Managing and strategically planning bid development resources and authoring and editing funding application text in collaboration with academic staff.
7. **Academic output development.** Collaborating with other academics to support academic output creation (e.g. peer reviewed journal papers) and where appropriate, leading the development of academic output that can be considered for submission at future REF exercises.
8. **Knowledge of successful income generation.** Developing a specialist knowledge of the requirements of a good application to various funding bodies and maintaining personal and professional development in relation to developing funding proposals
9. **Identifying opportunities.** Seeking new and innovative opportunities, outside of traditional academic activity for research groups, exploring professional training and/or interdisciplinary Masters' modules across research groups, thereby enhancing or creating a suite of Global Academy activities.
10. **Other duties.** Undertake other duties that may be reasonably assigned by the Head of Global Academy – Human Centred Design

**Additional Information:**

Cardiff Metropolitan University's Global Academies are collaborative and interdisciplinary endeavours bringing together our strengths in research, innovation and teaching to address challenging global priorities. Human centred design fuels the creation of innovative solutions to global challenges. This Global Academy links our expertise in design with technology, art, architecture and policy to address a diverse range of global challenges.

**Standard Notification**

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes**

HERA Code ...

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: Human Centred Design GA  
Research Fellow

Unit/School: Human Centred Design Global  
Academy

\*Key  
A - Application form  
I - Interview  
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Doctoral level qualification in design or a related discipline; or other doctoral qualification with experience in projects related to design	X		
Education & Qualifications (Desirable)				
Knowledge (Essential)	Detailed knowledge of UKRI and other relevant research funding	X	X	
	Excellent knowledge of research programmes and research impact and ensuring research quality	X	X	
Knowledge (Desirable)	Knowledge of other funding schemes	X	X	

<p>Skills &amp; Abilities (Essential)</p>	<p>Excellent spoken communication skills</p> <p>Excellent project management skills</p> <p>Excellent writing and editorial skills, including an ability to create a single authorial voice from multiple sources</p> <p>Excellent coaching skills in regards to researcher personal development</p> <p>Ability to work to tight deadlines</p> <p>Driven and self-motivated</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Skills &amp; Abilities (Desirable)</p>				
<p>Experience Paid/Unpaid (Essential)</p>	<p>Proven experience in successful research proposal development for academic research gained in an HEI environment, and with a diverse range of partners (third sector, public and private sectors)</p> <p>Proven experience of developing and maintaining multi-partner/multi-national project relationships/networks</p> <p>Proven experience of developing successful multi-partner/multi-national project proposals</p> <p>Experience of a significant contribution to the delivery of an academic research programme</p> <p>Experience of supervising teams</p> <p>Significant post-graduate level experience</p> <p>Proven experience in publishing academic work</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Experience Paid/Unpaid (Desirable)</p>	<p>Experience of leading the delivery of research programmes</p> <p>Experience of contributing to work packages on funded research programmes</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	

Other Requirements (Essential)	Willingness to travel within the UK and occasionally overseas		X	
Other Requirements (Desirable)				