 

**NUI Galway Researcher Competency Framework**

[**Research Assistant Competencies**](#_1)_Role_of)

[**Postdoctoral Researcher Competencies**](#_2)_Role_of)

[**Research Fellow Competencies**](#_3)_Research_Fellow)

[**Senior Research Fellow Competencies**](#_4)_Senior_Research)

## 1) Role of the NUI Galway Research Assistant

***Research***

* Actively participate as a member of a research team and assist an individual research leader or team to conduct a particular study (or group of studies).
* To provide assistance in conducting research activities, including planning, organizing, conducting, and communicating research studies within the overall scope of a research project.
* To coordinate and perform a variety of independent tasks and team activities involved in the collection, analysis, documentation and some interpretation of information/results.
* To coordinate the development of forms, questionnaires and the application of qualitative and quantitative research techniques; write procedures manuals for data collection and coding.
* To present information on research progress and outcomes to others responsible for the research project. The Research Assistant will make use of standard research techniques and methods.
* Conduct literature and database searches and interpret and present the findings of the literature searches as appropriate.
* Assist in analysis and interpretation of results of own research.

***Write up & Disseminate***

* Write up results from own research activity (e.g. as project report) for review by PI, including preparing technical reports, conclusions and recommendations.
* Contribute to the publication of findings.
* Provide input into the research project’s dissemination, in whatever form (report, papers, chapters, book) as directed by the PI/project leader. Authorship should be decided in line with guidelines such as the Vancouver Protocol, or similar authorship guidelines as appropriate.
* Present on research progress and outcomes e.g. to bodies supervising research; steering groups; other team members, as agreed with the PI/project leader.
* Should write at least workshop level papers.
* Attend and contribute to relevant meetings/conferences.

***Management***

* Keep appropriate records as directed and in line with Funder/University policy.
* Manage personal research/project resources within own control appropriately e.g. coordinate the provision of consumable items for the project within budget (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).
* Work under the direction of the Principal Investigator/Project Leader. Plan and manage own day-to-day research activity within this framework & direction.
* Provide guidance as required to any support staff and/or research students assisting with the research project, as agreed with the Principal Investigator/Grant holder.
* To perform other related duties incidental to the work described herein.

***Support***

* Support and, where appropriate, co-supervise the work of undergraduate students e.g. Final Year Project Students.
* Where appropriate provide advice and / or assistance to support staff, research students.
* May participate in limited student contact hours for own development (e.g. May deliver laboratory demonstrations, teaching laboratory test methods and demonstrating of various experiments and equipment used to undergraduates). The extent of this must not adversely impact the primary research role.

***Other***

* Continue to update knowledge and develop skills.
* Develop internal and external contacts with researchers in related areas.
* May contribute to work of the College/School/Research Unit through activities such as student Open Days, other promotion activity as appropriate.

## 2) Role of the NUI Galway Postdoctoral Researcher

***Research***

* Conduct a specified programme of research and scholarship under the supervision and direction of your Principal Investigator.
* Define research objectives and proposals for own (or joint) research in line with research strategy whilst contributing to the research programme of the College/School/Research Unit. This will be under general guidance of a member of the academic staff or Principal Investigator/ Project Leader.
* Conduct individual and/or collaborative research projects in a variety of settings (laboratory, creative performance, field, clinical setting).
* Determine appropriate methodologies for research, with advice and support as appropriate.
* Plan, co-ordinate and implement research project (this may include managing a small research team/co-ordinating other researcher activity).
* Keep up to date with research related methods and techniques, in particular, developments in the specific research area.
* Collaborate with colleagues on areas of shared research interest.
* To have knowledge and understanding of the policy, practices and procedures, relevant to the role, this may include broader University/ sector/ external sponsor or funder (e.g. Commercial Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).

***Research Administration***

* To complete the administrative work to support the programme of research
* To contribute to costing research grant proposals and assist in the financial management of a research project.
* To carry out any additional duties as may reasonably be required within the general scope and level of the post.
* Manage own personal and research resources (including where required, laboratories, and specialist equipment) appropriately.
* Manage own research budget, if any, and keep records as directed and in line with Funder/University policy as appropriate.
* Know the legal requirements regarding data protection and confidentiality data protection requirements.

***The Postdoctoral Researcher will be able to:***

* Demonstrate a systematic understanding of a field of study
* Demonstrate the ability to manage a research project including the co-supervision of students.
* Demonstrate awareness of the research environment and the various grant sources and application mechanisms
* Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques (for example, having obtained a PhD degree or equivalent experience to work on the research projects or programmes).

***Dissemination***

* To be familiar with the publication process.
* Present on research progress and outcomes e.g. to bodies supervising research; conferences, steering groups; other team members, as agreed with the PI / project leader.
* Engage in the dissemination of the results of the research with the support of and under the supervision of your Principal Investigator.
  + Write up results from own research activity.
  + Publish on a regular basis.
  + Assess research findings for the need/scope for further investigations / commercial exploitation.
  + Translate knowledge of advances in the subject area into research activity.
* Contribute to the research project’s dissemination in whatever form - report, papers, chapters, book
* Communicate their research with their peers
* Attend and network at relevant conferences and meeting hosted by relevant professional institutions and other universities as appropriate

***Research Supervision and Teaching & Training***

* Engage in appropriate training and professional development opportunities as required by your Principal Investigator, your School or Institute, or the University.
* Contribute to teaching /tutoring/mentoring that shall normally be no more than 50 hours per annum in an associated school and under the close supervision of a fulltime academic member of the School
* Develop their own career reputation and career development
* Acquire generic and transferable skills (including project management, business skills and postgraduate mentoring/supervision).
* Mentor and assist, as appropriate and as directed, the research graduate students in your group, School and Institute.
* May act as co-supervisor or be a member of a supervision panel.
* May act as mentor to foreign students on undergraduate placement.
* May participate in limited teaching hours for own development. The extent of this must not adversely impact the primary research role.
* To interact closely with postgraduate research students who are studying for a Masters or a PhD and possibly have an agreed role in supporting these students in their day to day research in conjunction with an academic supervisor.

***Wider Activities***

* Engage in the wider research and scholarly activities of your research group, School and Institute.
* Deepen understanding of relevant issues in the higher education, research, funding and political environment.
* Gain experience in grant writing.
* May act as a referee and contribute to peer assessment.
* May be asked to participate in Journal Review Boards.
* May contribute to the College/School/Research Unit through, for example, participating in promotion activity such as student Open Days, career days, or contribute to public events such as science week etc.
* Where appropriate, work with PI to register patents to protect intellectual property.
* Participate in internal / external networks for the exchange of information and to form relationships for future research collaboration.

## 3) Research Fellow

***Research***

* Conduct a specified and substantial programme of research and scholarship under the supervision and direction of the Principal Investigator.
* Define research objectives and carry out original and significant research that supports research activity in the College/School/Research Unit.
* Demonstrate a thorough understanding of the research area(s) both nationally and internationally.
* Develop a growing reputation within their field of research.
* Develop methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field.
* Decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.

***The Research Fellow must***

* Possess sufficient breadth or depth of specialist knowledge in the discipline to develop research programmes and methodologies.
* Possess sufficient breadth or depth of specialist knowledge in the discipline to act in a leadership role.
* Thorough knowledge and understanding of the policy, practices and procedures, relevant to the role, provision of advice to junior colleagues on policy and standards, which may include broader University/ sector/ external sponsor or funder (e.g. Commercial Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).
* Know the legal requirements regarding data protection and confidentiality data protection requirements.
* Have a strong track record in securing external funding, including own salary.

***Research management***

* Successfully managing research projects.
* Support the Principal Investigator and research group in the design and development of the research programme.
* Complete administrative and management work associated with your programme of research.
* To identify potential funding sources and to prepare and write bids for funding proposals. To contribute and support the development of research grant funding applications.
* Where appropriate, act as project leader and as a line manager of research teams.
* Co-ordinate the work of research staff. Organise and conduct meetings with research staff to clarify objectives, develop work plans/timetables for research and support staff and communicate progress.
* Participate in the selection of staff working on their own projects.
* Develop and implement quality assurance measures.
* Deal with contract negotiation and financial allocation with other collaborators for research projects.
* Plan and implement commercial and consultancy activities.

***Research Supervision and Teaching & Training***

* Co-supervision, tutoring, mentoring and training of research graduate students.
* Contribute to teaching that shall normally be no more than 50 hours per annum in an associated school and under the supervision of an Academic Faculty member.
* Take responsibility as requested for day-to-day advice and support of graduate research students associated with your research group.
* Play a leadership role for junior colleagues
* Peer review manuscripts for publication and/or research bids.
* Provide expert advice on research issues to research fellows and other colleagues.

***Dissemination***

* Publishing on a regular basis in a high quality peer reviewed journal(s).
* Engage in the dissemination of the results of the research in which you are engaged as directed by and with the support of and under the supervision of your Principal Investigator.
* Contribute to the dissemination of research findings as appropriate to the discipline in high quality/impact peer reviewed publications, conference presentations, knowledge share events.

***Other***

* Engage in the wider research and scholarly activities of your research group, School and Institute.
* Contribute to the development of research strategy within the College/School/Research Unit.
* Make a sustained contribution to the College/School/Research Unit research reputation and income.
* Contribute to patents/commercial application (as appropriate).
* To carry out any additional duties as may reasonably be required within the general scope and level of the post.
* Engage in appropriate training and professional development opportunities as required by your Principal Investigator, your College/School and/or Research Unit, or the University.

## 4) Senior Research Fellow

***Research***

* Manage and conduct a specific programme of research and scholarship - define research objectives and carry out substantive, original and significant research which supports research activity in the College/School/Research Unit
* Develop methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field.
* Play a leading role in regional, national/international collaborative research projects and/or Working under the supervision of a PI and making a substantial contribution in their field of research with the PI, taking a leading role in creating and establishing research programmes.
* Make a significant contribution to College/School/Research Unit Research Income.
* Securing research funding and executing research programmes.
* Contribute to major research grant applications to support research projects
* Attract through reputation sources of income as appropriate
* Leading/co-leading research teams in conjunction with the PI and contributing to the co-supervision post-grads and PhD students.
* To independently and proactively identify research projects to be carried out individually or by a team.
* To act as the driver of research projects and outputs.
* Additional duties as may reasonably be required within the general scope and level of the post.
* May be responsible for the overall leadership and management of a funded research project.

***The Senior Research Fellow must***

* Have an established reputation for the quality of their research work.
* Demonstrate extensive experience of initiating, designing and implementing research projects.
* Possess sufficient breadth or depth of specialist knowledge in the discipline to act as a research leader and have the ability to project manage major projects.
* Have a thorough knowledge and understanding of the policy, practices and procedures, relevant to the role, provision of advice to junior colleagues on policy and standards, which may include broader University/ sector/ external sponsor or funder (e.g. Commercial Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).
* Know the legal requirements regarding data protection and confidentiality data protection requirements.
* Have independently secured significant funding to conduct a research project as the Principal Investigator.

***Research Management***

* Able to manage and oversee research projects and to take responsibility for their overall success. Take responsibility for, manage and conduct administrative and management tasks associated with your programme of research
* Organise and conduct meetings with research staff to clarify objectives, develop team work plans/timetables for research and support staff, communicate progress.
* Participate in the selection of staff working on their own projects.
* Deal with contract negotiation and financial allocation with other collaborators for research projects.
* Contribute to the development of research strategies within College/School/Research Unit.
* Peer review manuscripts for publication and/or research bids.
* Develop and implement quality assurance measures.
* Play a leading role/is active in external networks or professional organisations, to identify sources of funding, generate income, obtain consultancy projects, or build collaborative relationships for future activities.
* Where appropriate, develop relations with public and private enterprises in order to capitalise on intellectual property.
* Will have full operational responsibility for a major project.
* Participate fully in the wider research and scholarly activities of the College/School/Research Unit.

***Dissemination***

* Write up research work for publication.
* Disseminate the outcomes of this research and scholarship including peer-reviewed academic publications of international standing.
* Successfully communicating their research inter/nationally as well as developing an international research reputation and contribution.

***Research Supervision & Teaching & Training***

* Where appointed to do so by the University, supervise graduate research students as co-supervisor or be a member of a supervision panel
* Mentor and assist students and early stage researchers in your group, School and Institute.
* Co-ordinate and supervise the work of research staff.
* Provide training, expert advice and / or assistance to new members of the team, research students.
* Engage in teaching and teaching support as assigned by your Head of School under the direction of a tenured member of the academic staff. The extent of this must not adversely impact the primary research role.
* Help to create networks of researchers and opportunities for their junior researchers, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing their career development.
* Contributing to teaching /tutoring/mentoring that shall normally be no more than 50 hours per annum in an associated school and under the supervision of an Academic Faculty member.

***Misc***

* Engage in appropriate training and professional development opportunities as required by your School or Institute, or the University and where applicable your Principal Investigator.
* Contribute to patents / commercial application (as appropriate).