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| Job Description Template |
| **Guidance** |
| This template is for use in writing Job Descriptions (JDs) for any purpose. This template can be expanded as required. Please consult and follow the Guidance on Writing Job Descriptions. |
| **Section 1: Job Details** |
| Job Title: | **Researcher** |
| Department/School: |       |
| Unit (if applicable): |       |
| Line Manager: | *[Enter Principal Investigator job title]* |
| **Section 2: Job Purpose** (Normally no more than 2 or 3 sentences) |
| *[Insert* the s*pecific details/ purpose of the project here eg to assist a research team or project with the delivery of specific tasks.*] |
| **Section 3: Main *Responsibilities***(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%)) | **Approx. % of time** |
| 1. Participate in meetings designed to establish the aims and priorities of the research project
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| 1. Develop the necessary analytical and research methods to solve the problem at hand, working in close conjunction with project staff
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| 1. Running analyses and interpreting data using specified and agreed techniques/models
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| 1. Prepare summary reports of research/methods
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| 1. Contribute to the dissemination and publication of personal and/or research teams findings as appropriate
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| 1. *Add additional criteria if necessary*
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| **4. Knowledge, Skills and Experience Needed for the Job** |
| **Essential*** Qualified to a minimum of RQF level 3, or the equivalent in Scotland SCQF 6
* Experience of research in the broad area of the related project
* Proven expertise in the techniques needed to undertake the research in question such as IT skills
* Strong numerical and analytical skills
* Demonstrated quality of research performance
* Ability to communicate complex information clearly, orally and in writing.

**Desirable*** Experience in the specific area of the related project
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