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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 | |  |
| 1. Develop the necessary analytical and research methods to solve the problem at hand, working in close conjunction with project staff | |  |
| 1. Running analyses and interpreting data using specified and agreed techniques/models | |  |
| 1. Prepare summary reports of research/methods | |  |
| 1. Contribute to the dissemination and publication of personal and/or research teams findings as appropriate | |  |
| 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 |