



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:	<i>[Enter Principal Investigator job title]</i>

Section 2: Job Purpose (Normally no more than 2 or 3 sentences)

[Insert the specific 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	
2. Develop the necessary analytical and research methods to solve the problem at hand, working in close conjunction with project staff	
3. Running analyses and interpreting data using specified and agreed techniques/models	
4. Prepare summary reports of research/methods	
5. Contribute to the dissemination and publication of personal and/or research teams findings as appropriate	
6. <i>Add additional criteria if necessary</i>	

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