

Job Description

Position:	Research Assistant
School/Service:	School of Engineering (Institute for Materials Research & Innovation)
Reference:	-
Grade:	Grade 3 : F09 (LW) (Research Assistant)
Status:	Fixed-term for one-year
Hours:	37 hours per week
Reporting to:	Professor Baljinder Kandola
Responsibility for:	The design and implementation of the research project related to the development of wool fibre-reinforced composites.

Main Function of the Position:

- The RA will work on Cotton Textile Research Trust (CTRT) funded project to develop wool fibre-reinforced composites.
- The RA will work on commercial products, for which he/she needs to understand Carr Reinforcement's existing products, production methods and problems, and their testing protocols.

Principal Duties and Responsibilities:

1. To join the research project team to act as one of the key players of the project.
2. To plan and run the project – develop, test and optimise composite samples.
3. To maintain confidentiality of all research undertaken in Bolton .
4. To generate research outcomes from own and team's research efforts and to present reports at project meetings as required.
5. To report to the supervisors on a weekly basis.
6. To comply with the requirements of Health and Safety, COSHH and other relevant legislation
7. To transfer the technology developed to production line in industrial scale.
8. To write scientific papers for quality journals.

9. To attend compulsory training courses provided by the University of Bolton.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Research Assistant		Reference:	
School/Service: Institute for Materials Research & Innovation		Priority	
Criteria		(1/2/3)	Method of Assessment
1 Qualifications			
1 a)	First degree at honours level of 2(ii) or higher in Chemical Sciences, Polymer Science, Materials Science or a related discipline	Priority 1	Application Form/ Documentation
1 b)	A Masters in Chemical Sciences, Polymer Science, Materials Science or a closely related subject.	Priority 1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Knowledge of polymer/material science/engineering and/or technology	Priority 1	Application Form/Interview
2 b)	Able to plan and initiate research programme	Priority 1	Application Form/Interview
2 c)	Ability to work with a range of people from diverse backgrounds in the academic and manufacturing sector	Priority 1	Application Form/Interview
2 d)	Effective written communication skills e.g. ability to write scientific reports and papers, letters, publications, prepare teaching sessions	Priority 1	Application Form/Interview
2 e)	Effective oral communication skills e.g. able to do presentations, deliver teaching sessions, communicate with external peer group, contribute to meetings	Priority 1	Application Form/Interview
2 f)	Ability to work independently	Priority 1	Application Form/Interview
2 g)	Demonstrate effective analytical and problem solving skills	Priority 1	Interview
2 h)	Ability to write project proposals for external funding	Priority 2	Application Form/Interview
2I)	Able to undertake group and individual training as appropriate	Priority 1	Application Form/Interview
2J)	Competent in the understanding and application of Health & Safety requirements	Priority 1	Application Form/Interview
3 Experience			
3 a)	Research record during higher degree experience which demonstrates self-motivation and clarity of purpose	Priority 1	Application Form/Interview
3 b)	A good working knowledge of materials and analytical techniques	Priority 1	Application Form/Interview
3c)	Experience in composites fabrication	Priority 2	Application Form/Interview
3 d)	Experience of working within an industrial environment	Priority 2	Application Form/Interview
3 e)	Project management experience and team management or willingness to develop in this area.	Priority 1	Application Form/Interview
3 f)	Experience or willingness to present at conferences, workshops and seminars	Priority 1	Application Form/Interview
4 Personal Qualities			

4 a)	Ability to work within a team	Priority 1	Interview
4 b)	Ability to generate new ideas and concepts	Priority 1	Interview
4 c)	Ability to work with people at all levels in an organisation	Priority 1	Interview
4 e)	Ability to assess risk and make decisions which have some defined risk content when designing/implementing project	Priority 1	Interview
4 f)	Can show personal initiative when unforeseen challenges arise within a project	Priority 1	Interview
4 g)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. **Priority 3** indicates criterion **not specifically required** for the post but in a competitive situation may be used to select applicants who cannot be separated on priorities 1. and 2.
4. Please note it is normally expected that a new appointee will commence at the bottom of the grade.