



Job Detail

(Overview, Role Detail and Person Specification)

Salford Business School

Graduate Researcher– Grade 5 (2 year FTC)

(Ref:) MPF 2111

Role Title: Graduate Researcher

Reports To: School Lead for Research/Associate Dean Research and Innovation

Overview

Salford Business School has long positioned itself as the Greater Manchester business school that collaborates with and champions the small and medium-sized enterprise sector. We understand the significant contribution that SMEs make to the national and regional economy. The nation has also witnessed, through the lens of the COVID pandemic, the crucial role SMEs play within supply chains. As a Small Business Charter accredited school, we are committed to increasing the reach, impact, and productivity of the SME business community by working with our partners to provide an integrated wrap-around knowledge exchange service, ranging from short-term student placements and internships, to supporting strategic innovation through KTPs, employer-led bidding, commercial research and grant applications.

We believe that the life cycle of innovation begins with our students through entrepreneurship activities that embed an innovation mindset as far back as outreach stage. The School manages the University's student incubator, Launch, which has successfully supported seven annual cohorts of student entrepreneurs and future leaders to start their own highly innovative businesses. In keeping with the University of Salford values, our commitments to inclusivity and the Civic University Agreement, we have also seen students launch a range of sustainable social enterprises. In alignment with the University's innovation strategy, we are actively encouraging student start-ups that use digital solutions to solve smart living challenges.

Research in the School currently focuses on the areas of digital transformation, innovation fintech, net zero, community finance and sustainability with particular emphasis on the application of this knowledge to SMEs.

As part of our commitment to building a larger research community and delivering our innovation strategy, the School is now seeking a graduate researcher to support the activities being generated achieve the strategy's objectives. The role involves close working with the School Lead for Research and Associate Dean of Enterprise in the School as well as colleagues from across the University.

Key activities for the role include

- Research collaboration with researchers across the School
- Involvement in bidding activities including commercial research opportunities
- Horizon scanning for opportunities relevant to the School
- Communicating and reporting activities

Role Purpose

Building on existing research activities in Salford Business School you will support senior colleagues in undertaking research related activities and the preparation of funding proposals. You also be involved the planning and delivery of the School's innovation strategy and contributing to future REF returns, Small Business Charter accreditations and, KEF outputs.

You will work closely with senior staff in Salford Business School especially the School Lead for Research (Associate Dean Research) and Associate Dean Enterprise. You may be asked to make reports to different committees of the School and University. You will be based in Salford Business School but it may be necessary to travel nationally and/or internationally during the course of your duties.

Responsibilities

- To support School Lead for Research (Associate Dean Research) and Associate Dean Enterprise to develop the activities and secure new funding
- Providing academic input to Salford Business School to ensure that research and other outputs are robust before they are made available to funders and other stakeholders.
- Becoming acquainted with activities of Salford Business School on an ongoing basis for the benefit of practitioners and academics
- Delivery of primary research in a relevant discipline related to business, management or law
- Undertaking secondary research and literature reviews as required
- Support the production of academic outputs contributing towards external evaluations and accreditations
- Help with managing and collecting evidence relevant to external evaluations and accreditations
- Provide assistance to project teams when they are engaged in the role of external consultant
- Helping with the delivery of reports to external parties to a high standard
- Supporting the promotion of Salford Business School both externally and within the University
- Assisting with social media communications and promotion of Salford Business School work both across the university and externally.
- Undertake any additional tasks reasonably required in respect of the activities of Salford Business School
- To support the delivery of the school's strategy and innovation strategy

- In addition to the duties and responsibilities listed, the post holder is required to perform other duties assigned by their line manager/ Dean of School from time to time.
- Maintain high standards of academic and commercial confidentiality
- To engage with and participate in the University's PDR process
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role;
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	A good honours degree or equivalent in a relevant discipline.	E	A
2	Master level qualification in a relevant field	E	A

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3	Experience of developing research/project proposals and/or of preparing documents for a wide range of audiences	E	A,I
4	Experience of working in an interdisciplinary and/or trans-cultural context	D	A,I
5	Experience of working on research and/or other projects with clearly defined outcomes	E	A,I

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
6	A sustained body of knowledge relevant to business, management or law	E	A,I
7	Research and/or other funding opportunities in the UK and internationally	D	A,I
8	Contemporary innovation and related activities in relation to business	D	A,I

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
9	The ability to work independently to deadlines and as part of a team.	E	A,I
10	Good communication skills including written reporting and use of social media.	E	A
11	Willingness to travel and spend time away from home	E	I

A = Application form, I = Interview, P = Presentation, T = Test

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grades 1 to 6 will normally include a competency based interview and work based simulation exercise

Candidate guidance

Within your supporting statement you should describe how your skills and experience match the criteria listed in the person specification. Please provide narrative to each of the key sections (Background & Experience, Knowledge and Skills & Competencies).

Strong applications will demonstrate experience relevant to the essential and desirable criteria. You should aim to be as concise and succinct as possible when providing your narrative, as this will greatly assist the shortlisting panel in reviewing your application.