



## JOB DESCRIPTION

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|---|--|
| <b>Job Title:</b>   | Postdoctoral Research Assistant                        |
| <b>Department / Unit:</b>   | Biological Sciences                                    |
| <b>Job type</b>   | Full Time, Fixed Term - Research                       |
| <b>Grade:</b>   | RHUL 7   |
| <b>Accountable to:</b>  | Mark Brown   |
| <b>Accountable for:</b>   | Lab and field assistant (to be appointed in 2025/2026) |
| <b>Purpose of the Post</b>  |  |
| To be an active member of the department in delivering the research project "Optimising Nature's pharmacies: plant chemicals and pollinator health at the landscape scale" so that the overall research objectives of the project are met. The role holder will be expected to produce independent, original contributions to the subject area.   |  |
| <b>Key Tasks</b>  |  |
| <ul style="list-style-type: none"> <li>• Undertake research under supervision within a specific research project or as a member of a research team.</li> <li>• Design, develop and refine experimental apparatus, field research or experiments in order to obtain reliable data.</li> <li>• Carry out analyses, critical evaluations (including literature synthesis), and interpretations using methodologies and other techniques appropriate to area of research</li> <li>• Carry out fieldwork research based in SE England, including potential residential periods.</li> <li>• Care of animals (insects) required for the project</li> <li>• Present regular progress reports on research to members of the research group or to external audiences, to disseminate and publicise research findings.</li> <li>• Prepare, in consultation with supervisor, material for publication in national and international journals and presentations at international conferences.</li> <li>• Prepare and present findings of research activity to colleagues for review purposes.</li> <li>• Carry out routine administrative tasks associated with the research project/s to ensure that project/s are completed on time and within budget. These might include organisation of project meetings and documentation, financial control, risk assessment of research activities.</li> <li>• Take responsibility for project management tasks associated with collaborative research across the research team</li> <li>• Read academic papers, journals and textbooks to keep abreast of developments in the research area relevant to the project.</li> </ul> |  |

- Plan for specific aspects of research programmes including the use of research resources, laboratories and workshops where appropriate.
- Plan own day-to day activity within framework of the agreed research programme to allow for deadlines for journal publications to be met. Plan and prepare presentations and papers for conferences in consultation with PI and other colleagues as appropriate
- Liaise on a regular basis with colleagues and students and build contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. To contribute to RHUL's public engagement programme by establishing links with local community groups, industries etc.
- Join external networks to share information and ideas.
- Contribute to the departmental research community through in-person presence on Egham campus, attendance at research seminars, lab meetings, contribution to hosting of research visitors, and mentorship of other researchers.

### **Other Duties**

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow RHUL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support RHUL's Sustainability policies and objectives within the remit of their role.

The successful candidate will need to meet RHUL's expectations of core behaviours.

The post may require out-of-hours working, especially during fieldwork periods

### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions, members of the project, and, where relevant, industrial or professional contacts.

**ROYAL HOLLOWAY**  
**University of London**  
**PERSON SPECIFICATION FORM**

**Job Title:** Postdoctoral Research Assistant

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Knowledge, Education, Qualifications and Training</b>  |           |           |
| PhD in relevant subject area (or near completion of)  | X         |           |
| Demonstrable comprehensive knowledge in the subject area  | X         |           |
| Full clean UK driving licence or equivalent   | X         |           |
| <b>Skills and/or Abilities</b>  |           |           |
| Excellent written communication skills  | X         |           |
| Proven ability to analyse and write up data, as evidenced by a strong publication record for career stage                                 | X         |           |
| Ability to present complex oral information effectively to a range of audiences   | X         |           |
| Strong organizational skills  | X         |           |
| <b>Experience</b>   |           |           |
| Experience of ecological fieldwork  | X         |           |
| Experience of laboratory experiments  | X         |           |
| Experience of working with insects  | X         |           |
| Experience of active participation in a research community, as evidenced by research talk attendance, collaborator hosting or other means |           | X         |
| Experience of working with GIS systems  |           | X         |
| Experience of working with other researchers in a leadership role (e.g. mentorship of undergraduate students)                             |           | X         |