

## **Research Staff Representative (RS Rep) Role Description**

Research Staff (RS) are defined as researchers on postdoctoral fellowships/stipends or employed by The University of Manchester using funds associated with research grants.

It is the University's overall institutional objective to have RS Representatives in place in every School/ Division in all three Faculties across the University, as well as the necessary governance and reporting structures at School and Faculty levels to make RS representation meaningful.

The overall purpose of RS representation is to be a conduit between RS and School/ Department/ Division Leadership and the Faculty RS Rep Forum, ensuring issues are communicated in every direction. RS Reps have a vital role in supporting the development of a culture that fully supports the RS community. They help to raise awareness of relevant issues and opportunities and act as champions for researcher careers and skills development, reward and recognition.

As the scope of the role of the RS Rep will vary dependent upon the needs of RS within the Schools/ Departments/ Divisions, the expected time required to be allocated to the role will vary accordingly. In general, 10 hours of scheduled meeting and preparation time per academic year can be expected. The time devoted to general responsibilities is estimated to be no more at 1-2 hours per week.

### **General responsibilities of this role are to:**

- Contribute to building a community of RS in their School/ Department/Division. Regularly communicate with RS to learn about issues that affect them.
- Attend and contribute to the agenda of the Faculty's Research Staff Forum in which all School/ Department/ Division RS Reps, selected Senior Academics and PS staff meet three times per year.
- Cascade information from the Forum to RS and provide input to actions as and when required.
- Contribute to the agenda of the University wide Researcher Development Group (RDG) and the University Research Staff Strategy Group (RSSG), cascade information from these groups to RS and provide input to actions as and when required.
- Feed into leadership team meetings, school board meetings, the Faculty research committee or Faculty researcher development group and any other decision making committees where research staff have a vested interest.
- Pass on relevant information about local and national development opportunities for researchers in their School/ Department/ Division via internal communication methods, such as Post-doc forums, newsletters, social media, posting boards, etc.
- Contribute ideas or give feedback to researcher development teams to ensure that the training and development provision meets the need of the RS community and to input and support University wide initiatives such as the Research Staff Conference.
- Promote the use of Research Staff Handbook within the Postdoc community to enhance awareness of the policies and breadth of support available to enhance the careers and skills development of the RS community.

**Knowledge, skills and experience that can be gained from this role:**

- Team work
  - Liaise closely with colleagues
  - Co-ordinate with other areas of the University and external parties
- Communication
  - Ability to communicate effectively with diverse groups of staff on all levels
  - Ability to motivate colleague and stimulate discussion
  - Liaise, establish and maintain positive links throughout the University
- Leadership skills
  - Ability to observe and define priorities in the achievement of strategic and operational objectives
  - Time management skills
  - Influencing skills
  - Networking skills
- Administrative skills

**Selection process:**

It is the responsibility of each School, Department or Division in the three Faculties to appoint at least one RS Rep. The selection process will vary dependent upon the governance processes and needs of RS within the Schools/ Departments/ Divisions, but should be done in an open and transparent way so that the RS rep pool fully represents the diversity of the RS community.

RS are encouraged to help identify someone to take over the role if/when they move on in their career (when possible).