

**RESEARCHERS POOL**

**GUIDANCE FOR APPLICANTS**

**(Short-term Post-Doctoral**

**Employment Opportunities)**

**RESEARCHERS POOL**

**(Short-term Post-Doctoral Employment Opportunities)**

The University has established a pool of researchers who may be used to fill short-term Research Assistant positions. The purpose in establishing this pool is mainly to enhance the employability of PhD Researchers who have recently been awarded a PhD. It will also create an agile and timely method of filling short-term Research Assistant vacancies.

This guidance document outlines how the Researchers Pool will operate.

***What type of vacancies will be available?***

The Pool will only be used to fill short-term vacancies, typically of less than six months duration. The vacancies may arise due to the availability of unexpended monies within an existing externally research grant or other short-term funding opportunities such as ‘Proof of Concept’ grants.

Vacancies of greater than six months duration will be filled through the University’s normal competitive recruitment processes.

The vacancies will be at Research Assistant level. Remuneration will be at the first incremental point of the Researcher Assistant salary scale (the salary is non-negotiable).

***Who can apply to join the Pool?***

The Researcher Pool is open to applicants who have recently been awarded a PhD or are nearing completion of PhD (thesis submitted).

***How do I apply to join the Pool?***

You will need to complete an application form contained in this link.

[https://forms.office.com/r/uPhb6hXzfb](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FuPhb6hXzfb&data=04%7C01%7Cc.mccann%40ulster.ac.uk%7C2c412a07ce344090013e08d9f86d90e7%7C6f0b94874fa842a8aeb4bf2e2c22d4e8%7C0%7C0%7C637813971737293061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=37wuSKPoLRcnZ2D2iOo%2Fyi4Sx%2FtZ4%2Fs3W6qA1gQBCfo%3D&reserved=0)

***How will my application be assessed?***

Provided that you have recently been awarded a PhD or are nearing completion of a PhD (thesis submitted) you will automatically be added to the Pool.

You will receive an automated confirmation that you have registered on the Researchers Pool.

***If I am added to the Pool will I be guaranteed employment?***

Unfortunately, there can be no guarantee of employment for those in the Pool. Much will depend on the volume and type of Research Assistant opportunities that may arise.

***When a vacancy does arise how will the University decide who from the Pool to offer it to?***

When only one applicant meets the selection process this person will be automatically offered the role.

In circumstances where more than one researcher meets the needs of the role, a selection process will apply in the form of an interview. The panel membership should include, as a minimum, the Principal Investigator and another academic member of staff.

***If I am offered a position will I become an employee of the University?***

Yes. You will be offered a fixed-term contract of employment as a Research Assistant for the duration of the fixed term contract which will not exceed 6 months.

***How long can I stay in the Pool?***

As the pool has been established to enhance the employability of students who have recently been awarded a PhD, it is not appropriate to remain in the Pool for a substantial period of time. The maximum period of time that any applicant can remain in the pool is twelve months

***Who should I contact if I require further guidance or information regarding the Researcher Pool?***

If you have a query in relation to the registration process, please contact the Doctoral College (Researcher Development Team) on researcherdevelopment@ulster.ac.uk. Should you have a query or seek clarification on this procedure, please contact the Resourcing Team within People and Culture.

***What happens next***

* The Doctoral College will hold the details of those on the Researchers Pool and they will remain on the register for 12 months from the date of completion of the form.
* Academic staff who are looking for research support will request a copy of the 'Researchers Pool Register' and this will be supplied by the Doctoral College upon request.
* Academic staff will liaise with People and Culture (your Resourcing Advisor for your Faculty) around the selection of the PhD Researcher.
* Academic staff should prepare the following documents (templates included in appendices)
	+ Recruitment Requisition (Appendix 1)
	+ Job Description (Appendix 2)
	+ Person Specification (Appendix 3)
	+ Funding Statement
* Upon receipt of the above completed documentation, People and Culture will appoint the PhD Researcher and issue contract of employment.

**Appendix 1**

**recruitment requisition**

The purpose of this section is to confirm details of the post and the funding arrangements

### POST DETAILS

Post Title:

Faculty/Dept:       School/Section:

Grade:       Campus:

Line Manager:

Generic Role Profile (please indicate Teaching and Research or Teaching and Scholarship):

Reason for Request:

(eg. new post, replacement post, temporary cover, job share)

#### Will the post-holder be involved in activity regulated by AccessNI in relation to children or vulnerable adults i.e. unsupervised teaching, training, instructing, care, supervision and will this be done regularly i.e. once per week or 4 times per month or overnight? YES/NO

Please state if the post is:

**Full-time/Part-time/Term-time** *(Delete as appropriate)*

If part-time/term-time please state:

Hours per week:       Days per week (e.g. Mon-Fri):

Number of hours per day:       Weeks per year:

**Permanent/Fixed Term/Temporary** *(Delete as appropriate)*

If fixed term/temporary you **must** state:

Anticipated Start Date:       Expected End Date:

The purpose/expected outcomes of the post: Reason for proposed end date (time-based event): (*Duration of funding is not a sufficient justification*)

**For research posts please state:** Principal Investigator:

**FUNDING**

The funding for the post is *(Please delete as appropriate):* **Internal\*/External\*/ Joint\*/Self-financing\***

\*Please provide full details:

Cost Centre for Post:       Nominal Code for Post:

##### ADVERTISING – EXTERNAL STAGE

Suggested advertising media *(please select all those applicable)*:

NIJobs **[ ]**  [www.jobs.ac.uk](http://www.jobs.ac.uk) **[ ]**

THES **[ ]**  Derry Journal/Londonderry Sentinel **[ ]**

Guardian **[ ]**  Coleraine Chronicle **[ ]**

Other (*Please specify below*) **[ ]**

**In the case of permanent University funded posts advertising costs for one newspaper and** [**www.jobs.ac.uk**](http://www.jobs.ac.uk) **will be paid for centrally.**

Please indicate if there is an expectation that we may need to be able to offer the possibility of sponsoring a migrant worker (note: this affects the duration of advertising)

For any additional advertising media listed above please provide Cost Code:

**For fixed term or externally funded vacancies please provide Cost Code for all advertising and interview expenses:**

##### INTERVIEW PANEL

Please confirm panel members with up-to-date recruitment training to serve on the interview panel. (note: the panel should have an appropriate equality mix):

**INDUCTION DETAILS**

Nominated ‘Induction Colleague’ for new Appointee:

Induction Colleague’s contact details, i.e. email address and phone number:

Manager for new appointee:

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When approval has been granted, this requisition should be forwarded to your dedicated Resourcing Advisor, together with copies of the finalised Job Description and confirmation of funding.**

**Appendix 2**

**JOB DESCRIPTION**

# **ROLE:**

# **REPORTS TO:**

# **RESPONSIBLE TO:**

# **CAMPUS:**

# **Job Purpose**

Outline the scope of the role

# **Main Duties**

Outline each duty that the candidate should deliver as part of the role