Guidelines for the grading of Research roles

The University of Kent is now using a job evaluation system (HERA) to determine the grade of roles within the organisation. This system applies to all roles, including research roles.

At Application Stage
To make sure that you have sufficient funds available to employ the correct grade of research staff you should obtain confirmation of the correct grade at the costing stage, before submitting an application for funding.

Use the Summary Comparison documents and the Research Role Profiles to determine the correct grade for the role by comparing the requirements of the role with the definitions provided in the profiles.

On a new grant an existing research employee can be offered a new role at a different grade, providing that the evaluation of the role has been carried out (and the employee has the necessary expertise etc). It is not necessary in this case to apply for promotion in the annual round.

If you are applying for an extension to an existing award then you can include provision for the researcher to be upgraded if appropriate. The researcher should be named in the funding application and the new grade should be stipulated in the R03 form used to extend the researcher’s appointment. The proposed higher grade role must be evaluated and the HoD must sign the R03.

When requesting a costing from Research Services, please confirm that you have used the profiles to check the grade.

General advice and guidance on grading can be provided by Research Services, but confirmation must always be sought from Personnel where there is a doubt or query. For Personnel to provide accurate advice on grading, a job description will be required.

Please bear in mind that the grade for named Researchers must be based on their proposed role, not just on their qualifications and experience.

At Award Stage
If possible, a copy of the job description should be sent with the R01 form to Research Services, otherwise, please send a copy of the appropriate Profile. The Profile will be incorporated into the job description and used in the recruitment process, and any subsequent advancement and promotion procedures.
The funds available within the grant must not be used to determine the grade of the role. The grade of the role is determined by the duties required. If there are insufficient funds to employ a person on the correct grade then either the employment must be for a shorter period or the duties required should be adjusted to fit the appropriate grade.

The table below sets out the different grades and job titles available:

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Job Title</th>
<th>Grade</th>
<th>Pension</th>
<th>Terms &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Support</td>
<td>Research Technician</td>
<td>4 or 5</td>
<td>SAUL</td>
<td>Technical/Clerical</td>
</tr>
<tr>
<td>Research 1B</td>
<td>Research Assistant</td>
<td>6</td>
<td>USS</td>
<td>Research</td>
</tr>
<tr>
<td>Research 1A</td>
<td>Research Associate*</td>
<td>7</td>
<td>USS</td>
<td>Research</td>
</tr>
<tr>
<td>Research II</td>
<td>Research Associate*</td>
<td>8</td>
<td>USS</td>
<td>Research</td>
</tr>
<tr>
<td>Research III</td>
<td>Senior Research Associate*</td>
<td>9</td>
<td>USS</td>
<td>Research</td>
</tr>
</tbody>
</table>

* “Fellow” or “Officer” can also be used, if appropriate.

**At Appointment Stage**
A detailed job description is required with the appropriate duties/responsibilities fully detailed according to the appropriate grade. This should be undertaken by the grant supervisor/PI as they are most likely to be aware of the duties to be undertaken by the post-holder. Where necessary, job descriptions may be returned to the supervisor/PI by Personnel to expand on if the duties/responsibilities are not sufficiently detailed for the grade of post.

Research Services / Personnel – March 2007