

## ACTIVITY: Prospective Personal Specification Audit (Academia)

Although all institutions and roles will vary, using the University of Exeter's [Job Description Library](#) is a useful place to start to help us work out what prospective employers will be looking for. Below is a table of the sorts of things you will need to show you have achieved. In the second column, we have added ideas for things you could do to build your experience in the areas during COVID-19.

Personal Specification	What could you do next during COVID-19?
Evidence of research activity (ideally including publications)	<p><b>Conferences</b></p> <p>Most conferences are going ahead online during COVID-19. The presenting experience is different, but still an important was to disseminate your research and demonstrate research activity. Many conferences are also giving more varied opportunities to present, including pre-recorded and downloadable content. Some other opportunities include:</p> <ul style="list-style-type: none"> <li>• <b>Research Showcase</b> – the Doctoral College Research Showcase will take place online in summer 2021, with opportunities to share your research via Three Minute Thesis, a research poster competition, a Tweet Your Thesis competition and an Images of Research Competition.</li> <li>• <b>Organise your own!</b> – there are lots of PGR conferences that happen in Colleges and disciplines, so why not get involved in organising a conference of a research seminar series in your research area?</li> </ul> <p><b>Publishing</b></p> <p>Opportunities to publish continue, and for those unable to conduct field or lab work at present, this might be an ideal time to focus on getting some of your work published. Researcher Development run a number of webinars that may be useful to get you started, including:</p> <ul style="list-style-type: none"> <li>• <a href="#">An introduction to publishing your research in journals</a></li> <li>• <a href="#">Writing journal articles</a></li> <li>• <a href="#">Writing journal articles online resource</a></li> </ul>
Knowledge of teaching methods and techniques	<p><a href="#">Undertake LTHE Stage 1 and/or 2</a>  <a href="#">Apply for Associate Fellowship of the Higher Education Academy</a> – <b>Don't have many opportunities to teach in your department?</b> You can also teach through:</p> <ul style="list-style-type: none"> <li>• <a href="#">The Brilliant Club</a></li> <li>• <a href="#">Widening participation events</a></li> <li>• <a href="#">Coachbright</a></li> <li>• <a href="#">Grand Challenges (in summer 2021) – applications close 28<sup>th</sup> February 2021</a></li> <li>• <a href="#">Maths and stats mentoring</a></li> <li>• PGR Writing groups</li> </ul>

	<p>All of these opportunities are continuing online during COVID-19. Some are paid, and some are volunteering so there are different options to suit your needs.</p> <p><b>Don't have enough teaching hours?</b> LTHE/Aspire have agreed that facilitating PGR writing groups can count towards your assessment teaching hours, and be used as a case study/example.</p> <p><b>Don't have any teaching coming up to be observed on?</b> You can also get observation feedback on online teaching resources you have created, or recordings of teaching.</p>
Excellent written and verbal communication skills	<p>You may want to think about how the nature of communication has changed since everything has moved online. Communicating online has always been a valued skill, and will be even more so now. Think about how you have developed and evidenced your online communication skills during this time – online conference presentations, online teaching, online supervisions/research seminars?</p>
Ability to build networks	<p>Building networks has become even more crucial now we are online. You can develop experience in this area in the following ways:</p> <ul style="list-style-type: none"> <li>• Become a PGR rep, and become more involved in the PGR community/department</li> <li>• Develop your online networking skills, using social media to connect to academics in your area – <a href="#">Researcher Development have a webinar on this</a> and a <a href="#">creative and digital research communication online resource</a>.</li> <li>• Set up a staff or student network in your discipline, to share research or just to provide the opportunity for social interaction</li> </ul>
Strong administrative skills	<p>You demonstrate this in the management of your project, but you could also develop your experience further by helping to organise an online conference or applying for the funding listed below.</p>
Able to identify potential sources of funding	<p>Whilst funding pots for conferences, to conduct data collection etc. many not be relevant at the moment, there are other opportunities to apply for funding.</p> <p>The <a href="#">Doctoral College Researcher-Led Initiative awards</a> are running this year, asking for applications for online/virtual events on the following themes:</p> <ul style="list-style-type: none"> <li>• Developing an engaged research culture</li> <li>• Building a PGR or ECR community</li> <li>• Equality, diversity, and inclusivity</li> <li>• Wellbeing</li> </ul> <p>Funding is available for applications of a maximum of up to £1000 per award to pay for external facilitators/speakers to support projects, events, and initiatives on these themes. You can apply using our <a href="#">online application form</a>.</p>

	<p>The Wellcome Centre for Cultures and Environments of Human Health run <a href="#">Research Initiation Awards</a> support individual applicants, or community organisations, to build the relationships that initiate engaged research and generate the conditions for future engaged research.</p>
Public engagement	<p><b>Creative/digital research communication</b></p> <p>You can engage in creative and digital research communication to demonstrate public engagement. Research Development run the following webinars you may find useful:</p> <ul style="list-style-type: none"> <li>• <a href="#">An introduction to creative research communication</a></li> <li>• <a href="#">Focus on...twitter and blogging online panel</a></li> </ul> <p>There is also the <a href="#">creative and digital research communication online resource</a>.</p> <p><b>Widening participation teaching opportunities:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">The Brilliant Club</a></li> <li>• <a href="#">Widening participation events</a></li> <li>• <a href="#">Coachbright</a></li> </ul> <p><b>Engaged research</b></p> <ul style="list-style-type: none"> <li>• Online Engagement Training - 18th March 1-2pm (For more information, including how to book to attend, please email <a href="#">Louise O'Brien</a>, Enterprise &amp; Innovation Programmes Officer)</li> <li>• Evaluation of Engagement Training - 25th March 1-4pm (For more information, including how to book to attend, please email <a href="#">Louise O'Brien</a>, Enterprise &amp; Innovation Programmes Officer)</li> <li>• The university have also produced a <a href="#">COVID-19 Digital and Socially Distanced Engagement Guide</a>.</li> <li>• The Wellcome Centre for Cultures and Environments of Human Health run <a href="#">Research Initiation Awards</a> support individual applicants, or community organisations, to build the relationships that initiate engaged research and generate the conditions for future engaged research.</li> </ul>
Commitment to creating an inclusive culture	<p>There are lots of ways to get involved in creating an inclusive culture.</p> <ul style="list-style-type: none"> <li>• The Provost commission and BME network continue to run their <a href="#">Let's Talk series</a></li> <li>• You could get involved with the work of the <a href="#">Exeter Decolonising Network</a> or attend their online events (many of which are also recorded)</li> <li>• You could get involved in the <a href="#">Doctoral College Decolonising Research project</a></li> </ul>

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|  | <ul style="list-style-type: none"><li>• You could join a <a href="#">staff EDI network</a> as an ally, and support the work the network is doing</li><li>• You could undertake the <a href="#">free accessibility of elearning course with the Open University</a> to make your teaching practice more inclusive</li><li>• You could apply for the <a href="#">Doctoral College Researcher-Led Initiative awards</a> which have an EDI theme this year</li></ul> |
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