



University Researchers and the Job Market

A Practical Career Development Resource for Research Staff

Sources and Resources

For Volumes I ,II and III

- Background information
- Employer and employment market information
- Useful DVDs
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- Useful Websites

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SOURCES AND RESOURCES

Background information

In 1996, in response to growing concerns about career development for university researchers, a Concordat was agreed aiming 'to provide a framework for the career management of contract research staff in universities and colleges'.

Contents of the 1996 Concordat

- It addresses the need for more effective career management and a continuing development programme for contract research staff, involving regular review and career guidance.
- It states that conditions of employment, in areas such as maternity leave, sick pay and pensions, should be brought in line with those for other university employees.
- Responsibility for the management and operation of such policies lies with the employer, i.e. the university or college, and funding bodies must be satisfied that these policies are in place before awards can be made.
- Progress will be reviewed every two years.

Building upon the principles of the 1996 Concordat and in recognition of the significant progress made as a consequence of it and the major reports (see below) and funding provided for the support of career development of Research Staff current a new Concordat was issued after wide consultation with Universities, Universities UK and a range of supporting organisations including AGCAS, in June 2008. It prides itself as 'setting out clear expectations for researchers, research managers, research institutions, and funders of research' and aims to 'enhance the research workforce and thereby sustain research excellence in the UK, bringing benefits to the health, economy and well being of our nation'.

Contents of the 2008 Concordat

The Concordat to Support the Career Development of Researchers. This extract <http://www.researchconcordat.ac.uk/> lists the set of key principles for the future support and management of research careers whilst the Concordat itself also offers explanations of how they may be embedded into institutional practice.

The Concordat's key principles:-

1. Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.
2. Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research.

3. Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.
4. The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.
5. Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.
6. Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.
7. The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.

There is a high level strategy group to promote the Concordat, monitor progress on its implementation and advise on putting the principles into action.

Other relevant reports include:-

- 2001 *Supporting Research Staff: Making a difference* A HEFCE funded report with recommendations for the career management of research staff and their managers, and for their development of personal and professional skills.
- 2002 *Set for Success* Sir Gareth Robert's report to the Government about the supply of science, technology, engineering and mathematics skills. Chapter 5 in particular looked at the uncertain career prospects of research staff associated with fixed-term contracts, unsatisfactory skills training and uncompetitive salaries and made recommendations to address these concerns.

These reports led to government funding for a range of initiatives aimed at improving conditions for researchers including:-

- Academic fellowships – awarded by the Research Councils as a way of funding the best researchers into tenured academic posts over five years. Further information can be found at www.rcuk.ac.uk/acfellow/default.htm
- Enhanced salaries for postdoctoral researchers in some cases.
- Funding for generic skills training for both PhD and postdoctoral researchers. The Research Councils Joint Skills Statement lists the transferable skills researchers are expected to have developed including career management skills. The skills list can be seen as being at the heart of a research career <http://www.vitae.ac.uk/policy-practice/1690/Joint-Skills-Statement.html>

This money, commonly called Roberts Money, is a set amount per Research Council funded researcher (PhD and research staff) given to Higher Education institutions in order to fund appropriate generic skills training. The funding has enabled institutions to employ dedicated Careers Advisers and Programme Skills Managers for the development of skills training programmes and other initiatives especially tailored for these groups.

Other Developments

2006 Research Councils UK Research Careers and Diversity Strategy published at www.rcuk.ac.uk/rescareer/strategy.htm

2007 Recruiting PhDs what works? A report by Dr Charles Jackson .Although a project about the experiences of newly qualified PhDs entering non academic employment this provides very useful insights into the necessity for direct communication between researchers, employers and University Careers Services which can be instructive to research staff looking at this employment market
<http://www.vitae.ac.uk/cms/files/UKGRAD-Recruiting-PhDs-what-works-Mar-2007.pdf>

Other relevant policy documents, including information on developments in Europe, can be found in the Policy section of <http://vitae.ac.uk/policy-practice/1391/Policy.html> similarly reports can be found on the publications section <http://vitae.ac.uk/1272/all/5/Publications.html>

Fixed-Term Contract Legislation

2002 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations state that fixed-term employees (including postdoctoral and other research staff) should not be treated less favourably than comparable permanent employees and that the use of successive fixed-term contracts will be limited to four years, unless the use of further fixed-term contracts is justified on objective grounds. The response of universities to this legislation varies between institutions but there have been moves by some institutions to transfer Research Staff from Fixed to open ended contracts.

Association of Postdoctoral Researchers

The aim of the Association of Postdoctoral Researchers is to provide a voice for the UK's research staff and postdocs. Find out more from the Wiki at <http://scratchpad.wikia.com/wiki/NationalpostdocUK> There are also many entries on post doc blogs.

The USA has the much larger and longer established National Postdoctoral Association http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.1388059/k.DBBE/NPA_Home.htm

University and College Union UCU - UCU have a recent guide entitled 'The Researchers' Survival Guide' http://www.ucu.org.uk/media/pdf/5/0/ucuessurvivalguide_apr08.pdf This covers a range of useful advice and is downloadable to members and non-members alike.

Employer and Employment Market Information

Vacancy Information

- The Times Higher Education Supplement (weekly, on Fridays, or on the Internet at <http://www.timeshighereducation.co.uk/>)
- **www.jobs.ac.uk** Comprehensive searchable vacancy list for research only, academic and academic related posts in Universities and related employers.

Employers Attitudes

- Souter, Claire *Employers' Perceptions of Recruiting Research Staff and Students* (University of Leeds/Research Councils UK, November 2005) http://careerweb.leeds.ac.uk/downloads/Empress_LR.pdf
- McCarthy, Mary & Simm, Jane *Survey of Employer Attitudes to Postgraduate Researchers* (University of Sheffield, August 2006) www.careers.dept.shef.ac.uk/pdf/employersurvey.pdf

Destinations and Labour Market Information

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Labour_market_information/plifeXak Annually updated graduate and postgraduate destinations - The Labour market section of the Prospects Website also links to trends and destinations information.

www.ahrc.ac.uk/about/ke/evaluation/pg_career_tracking.asp Longitudinal study - Tracking researcher Careers: AHRC study on the impact of skills development, career progression and economic and social contribution of arts and humanities PhD graduates.

http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Images/employment_of_social_sci_phds_tcm6-15385.pdf Longitudinal study - The ESRC The employment of social science PhDs in academic and non-academic jobs: research skills and postgraduate training.

http://careerweb.leeds.ac.uk/downloads/Empress_LR_000.pdf - Employer perceptions- Empress Survey. Staff, student and employer perceptions of recruiting research staff and students.

Academic Research Careers in Scotland and Older study but still very relevant. For more information about this project, see the Institute for Employment Research website at <http://www.warwick.ac.uk/ier> Hasluck, C., J. Pitcher and C. Simm (2001). *Academic Research Careers in Scotland: A Longitudinal Study of Contract Research Staff, Their Jobs and Their Career Patterns*. Edinburgh/Coventry: Scottish Higher Education Funding Council and Institute for Employment Research. http://www.sfc.ac.uk/information/info_circulars/shefc/2001/he5401/researchcareersinscot.pdf

Starting Your Own Business

A new direction may involve starting your own business. If you are considering this option, there are a number of organisations that can help you including some examples of regional help. Also check your own University student societies and your research and business links or commercial development sections.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Self_employment/pleFcmg Graduate Prospects self employment site with advice and links.

www.businesslink.gov.uk BusinessLink provides information on self-employment, starting small businesses, entrepreneurship.

<http://www.startups.co.uk/> All round advice and links site for new businesses.

http://www.financewales.co.uk/what_we_do.aspx Commercial funding for businesses in Wales. Regional help with HE associated spin out companies.

<http://www.oxonbe.co.uk/> Regional help in Oxfordshire area.

Useful DVDs

AGCAS videos/DVDs available at University Careers Services

- 'Why Ask Me That?'
- 'The Assessment Centre Video'
- 'Your jobs on line'
- 'Making an Impact- the graduate job interview'
- 'Selection Success in One'
- 'Can I Have a Few Minutes of Your Time?'

Reading

Academic Careers

Ali, L. and Graham, B., *Moving On in Your Career. A guide for academic researchers and postgraduates*, Routledge Falmer, London, 2000.

Blaxter, L., Hughes, C. and Tight, M. *The Academic Career Handbook*, Open University Press, Buckingham, 1998.

Boden, Rebecca, Epstein, Debbie & Kenway, Jane. *Academic's support kit* [set of 6 books]. Sage Publications. London. 2005.

Delamont, Sara & Atkinson, Paul. *Successful research careers: a practical guide*. Open University Press. Maidenhead 2004.

McCabe, Edward & McCabe, Linda. *How to succeed in academics*. Academic Press. London 2000.

Newhouse, M., *Cracking the Academic Nut: A Guide to Preparing for Your Academic Career*, President and Fellows of Harvard College, USA, 1993.

Newhouse, M., *Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers*, President and Fellows of Harvard College, USA, 1997.

Career Change

Change Process

- Basalla, Susan & Debelius, Maggie. *So what are you going to do with that? a guide to career changing for MAs and PhDs.* VHPS Holtzbrinck Publishing. 2001.
- Bolles, Richard Nelson. *What color is your parachute?: A practical manual for job-hunters and career-changers.* Ten Speed Press.,Berkeley,1997.
- Cope, Mike.*Personal Networking: How to Make Your Connections Count.* Pearson Education, 2003.
- Green, Graham. *Career change handbook: how to find out what you're good at and what you enjoy: then get someone to pay you for it.* How To Books.
- Hawkins, Peter, *The Art of Building Windmills: career tactics for the 21st century* Liverpool : University of Liverpool, 1999.
- Hopson, B. and Scally, M., *Build Your Own Rainbow: a workbook for career and life management* Chalford, 2004.
- Johnstone, Judith. *Planning a career change.* How To Books, 2006.
- Timperley, John. *Network your way to Success-Discover the secrets of the world's top connectors.* Piatkus, London, 2002 reprinted 2004.
- Tullier L. Michelle *Networking for Job Search and Career Success.* JIST works, 2004.

Change Suggestions

- Brown, Craig. *Working in the voluntary sector: how to find rewarding and fulfilling work in charities and voluntary organisations.* How To Books, 2005.
- Eikleberry, Carol. *The career guide for creative and unconventional people.* Ten Speed Press, 1999.
- Reuvid, Jonathan. *Working for yourself : an entrepreneur's guide to the basics.* Kogan Page, 2007.
- Griffith, Susan. *Gap years for grown ups.* Vacation Work Publications. Oxford, 2006.
- Cynthia Robbins-Roth, editor **Alternative Careers in Science: leaving the ivory tower** London : Academic, 1998.
- Sato, Toshihiro. *NIRA's world directory of think tanks.* National Institute for Research Advancement. Tokyo, 2005.

Practical Advice on Making Applications, Assessment Centres etc

- Bradbury, Andrew. *Successful Presentation Skills.* London Kogan Page, 2000.
- McCarthy, Patsy and Hatcher. Caroline. *Presentation skills : the essential guide for students.*London,Sage, 2002.
- Parkinson, Mark. *How to Master Psychometric Tests* London : Kogan Page, 2004.
- Perkins, Graham. *Killer CV's & Hidden Approaches.*3rd ed.Pearson Prentice Hall. 2007.
- Harry Tolley and Robert Wood. *How to succeed at an Assessment Centre : test taking advice from the experts.* London :Kogan Page, 2005.
- Thompson. M.A. *The global resume and CV guide.* New York. Wiley, 2000.

Useful Websites

Include websites referred to in the publication Volumes I to III.

Sites are listed alphabetically by URL. All addresses were correct at the time of submission (December 2008).

- <http://www.airto.co.uk/> Independent industrial research associations.
- <http://www.amrc.org.uk/homepage/> Association of medical research charities.
- <http://www.bris.ac.uk/researchstaff/> Example of a University Careers Service web page for research staff.
- <http://www.businesslink.gov.uk/> Major source of business support contacts for SMEs.
- www.careers.lon.ac.uk Find on-line advice on areas such as making applications, interviews and getting started in the 'help and advice' section, and links to employers, professional bodies, career choice sites etc. in the Virtual Careers Library. Of particular relevance is the 'Resources for Postgraduate Researchers' section under 'By Degree Subject Relevance'.
- www.careers.strath.ac.uk Comprehensive graduate job search.
- www.conferencealerts.com Conference Alerts A subscription service where you can receive free e-mailed updates of conferences (international and by subject area) matching your interests, available dates and preferred destinations.
- <http://www.c2careers.com/> Commercial careers advisory services are available from the Careers Group, University of London, C2: if you do not have access to a careers adviser for one to one advice, mock interviews etc at your own institution.
- <http://www.daphnejackson.org/> The Daphne Jackson Trust - implements a Fellowship scheme to enable a return to careers in science or engineering through updated knowledge and renewed professional skills.
- www.employment-studies.co.uk The Institute for Employment Studies is a centre of research and consultancy in human resource issues. Summaries of current research projects can be accessed on this site. Useful for labour market information.
- www.esf.org/ The European Science Foundation (ESF) – the European association of national organisations responsible for support of scientific research.
- http://ec.europa.eu/euraxess/index_en.cfm European Researchers Mobility Forum - For researchers looking for work in Europe. Provides job vacancies, a section for posting your CV and a range of other career resources. Includes a link for a similar portal for Canada.
- <http://www.fco.gov.uk/en/about-the-fco/what-we-do/building-strong-relationships-ol/foreign-embassy-uk/> The London Diplomatic List on the Foreign and Commonwealth Office website useful for embassy contacts for staff looking abroad.

- <http://www.findaphd.com/> Large database of postgraduate opportunities.
- <http://www.findapostdoc.com/> Large database of post doctoral job opportunities.
- <http://london.floodlight.co.uk/> Floodlight provides listings of regional training provision in and around London.
- www.get.hobsons.co.uk Advice for job seekers in the graduate labour market.
- <http://gmpcrs.group.shef.ac.uk/> A project, focusing on career planning and support, developed a number of career support mechanisms, namely a Research Career Builder whereby Researchers can measure the levels of their existing skills; two Employment Skills Guidebooks with examples of how transferable skills are being acquired, can be built into projects and can transfer to other work contexts; and a Staff Review Scheme, to facilitate development and monitor progress. A number of training materials, case studies and checklists to enable career tracking have also been developed which can be downloaded from the site.
- <http://www.gowales.co.uk/en/graduate/index.html> GO Wales which has both market information and graduate and postgraduate level vacancies and work placements in Wales.
- <http://www.graduatesyorkshire.co.uk/> Graduate Yorkshire a regional graduate agency which liaises with HE careers services
- <http://www.heacademy.ac.uk/ourwork/professional> HE Academy provides information and resources on career development in the Professional Development and Recognition section.
- www.hefce.ac.uk The Higher Education Funding Council for England distributes public money for teaching and research to universities and colleges.
- www.Hefcw.ac.uk The Higher Education Funding Council for Wales distributes public money for teaching and research to universities and colleges.
- www.hero.ac.uk/uk/niss/index.cfm National Information Services and Systems provide a wide range of information on its website. Ranging from academic job listings to information about funding and the performance of individual universities, this website provides an extensive directory of links.
- <http://www.hollis-pr.com/A-Z/w.htm> Hollis PR which includes the contact details of Public Relations firms throughout the UK industry information and jobs in PR.
- <http://iet.open.ac.uk/home.cfm> Humanities and Arts Higher Education Network, HAN. The Network is administered by the Institute of Educational Technology (IET) at The Open University.
- <http://www.incomesdata.co.uk/> Income Data Services Surveys independent research organization useful on employment matters.
- www.intute.ac.uk/ Web resources for education and research. The service is created by a network of UK universities and partners. Subject specialists select and evaluate the websites in our database and write high quality descriptions of the resources.

- **www.jiscmail.ac.uk/lists/CONTRACT-RESEARCH-STAFF.html** Jiscmail is a service that runs electronic discussion lists for the UK higher education and research community. This particular webpage provides an excellent list of on-line resources of research staff in UK HE and tells you how to join the list.
- **www.jobs.ac.uk** Comprehensive site for vacancies for postdocs, academic and non-academic posts. Also includes some useful career-related articles.
- **www.leverhulme.org.uk/** The Leverhulme Trust – supports research and education in all subject areas.
- **www.le.ac.uk/researchleader/** An on-line resource to support the development of Principal Investigators – useful for those wanting an academic career.
- **<http://network.nature.com>** Nature Network is an online scientific social networking tool set up by the Nature Publishing Group (NPG) for Research staff. The site allows you to meet other scientists with similar interests.
- **www.nuffieldfoundation.org/** The Nuffield Foundation – a charitable trust aimed to 'advance social well being', particularly through research and practical experiment.
- **<http://www.postgrad.hobsons.com/>** Hobsons Postgrad includes comprehensive listings and advice articles on postgraduate study.
- **www.prospects.ac.uk** Access extensive occupational information as well as details on working abroad, vocational courses, careers services, job seeking strategies and self employment etc.
- **www.prospects.ac.uk/links/countries** Country database for anyone thinking about working abroad, includes country-specific CV/resume advice.
- **www.rcuk.ac.uk/rescareer/default.htm** Research councils site with useful information about career development and skills training, Academic Fellowship Scheme, other awards and national and international policy information.
- **<http://www.rcuk.ac.uk/aboutrcs/default.htm>** Research councils site with links to all seven **Research Councils**.

	RESEARCH COUNCILS	
www.ahrc.ac.uk	Arts and Humanities Research Council	AHRC
www.bbsrc.ac.uk	Biotechnology and Biological Sciences Research Council	BBSRC
www.esrc.ac.uk	Economics and Social Research Council	ESRC
www.epsrc.ac.uk	Engineering and Physical Sciences Research Council	EPSRC
www.mrc.ac.uk	Medical Research Council	MRC
www.nerc.ac.uk	Natural Environment Research Council	NERC
www.pparc.ac.uk	Particle Physics and Astronomy Research Council	PPARC

- **www.rec.uk.com** Recruitment and Employment Confederation website. You can use the 'Find a Consultancy' facility to search for member recruitment agencies representing your particular interest and geographical location.
- **www.researchiscool.com** A site set up in 2007/8 by a PhD student from Edinburgh University. Designed specifically as a site to locate research jobs and for social networking amongst research staff at all stages of their careers.
- **www.researchresearch.com** For funding opportunities and news on research policy and politics world-wide. All disciplines covered.
- **www.royalsoc.ac.uk/** The Royal Society – UK's national academy of science.
- **http://sciencecareers.sciencemag.org/** A wealth of information about different science-based careers, making applications, interview skills and more. Although aimed at scientists, there is plenty of interest for non-scientists.
- **http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_build_your_network** Science Careers. Articles on Networking.

Science and Engineering Employers

http://www.abpi.org.uk/	The Association of the British Pharmaceutical Industry (ABPI) website at includes a list of member companies under 'associated links'.
http://www.acrpi.com/	Association of clinical research careers information.
http://www.airto.co.uk/about.htm	Independent research organisations – see the members directory on the Association of Independent Research and Technology Organisations website.
http://www.biologyinbusiness.org/	Biology in Business BiB non-profit organization that bridges academic and commercial life science to promote career development and technology transfer.
http://www.direct.gov.uk/en/index.htm	Government Departments –online A to Z database at UK Government website includes links to all the Government Department websites.
http://www.nature.com/naturejobs/index.html	Major science publications /academic websites Nature.
http://www.naturenet.net/orgs/	Provides links to the websites of several agencies.Wildlife or environmental protection agencies – the Naturenet “who’s who” listing of organisations.
http://www.newscientistjobs.com/jobs/default.aspx	New Scientist
http://www.theengineer.co.uk/Home/Default.aspx	Engineering - this site covers all engineering specialisms.

Social Science/Humanities Research Employers

http://www.archives.org.uk/	The Society of Archivists is the principal professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland. Includes career development section.
http://www.charitychoice.co.uk/	Charities – the Charity Choice website at is a charity directory, searchable by category.
http://www.civilservice.gov.uk/about/public/bodies.asp	Agencies and public bodies website provides Information about Executive Agencies and Non-Departmental Public Bodies (NDPBs), their purpose, history and organisation Links to Agencies' and their parent departments' websites.
http://www.civilservice.gov.uk/iwant/index.asp	Civil Service recruitment link site.
http://www.gsr.gov.uk/recruitment/index.asp	Government Social Research or GSR website includes recruitment opportunities.
http://www.labournet.net/links.asp	Trade Unions – Activist Network a directory of left, radical websites includes a list of links to trade union websites under 'Unions'.
http://www.mrs.org.uk/	The Market Research Association (MRS) website is an association representing providers and users of market, social, and opinion research, and business intelligence.
http://www.natcen.ac.uk/	The National Centre for Social Research (NatCen) is the largest independent social research institute in Britain. It provides training ,conferences and own job opportunities.
http://www.nira.or.jp/english/index.html	Think tanks – the National Institute for Research Advancement (NIRA) includes a World Directory of Think Tanks under 'think tank information' on its website. 2008 edition is on line only.

http://www.oultwood.com/index.php	Local Government – the Oultwood Local Government Website Index, searchable by country.
http://www.rbg.org.uk/	The Research Buyer's Guide (RBG) is a directory of market research providers and support services there is also careers section.

- www.sfc.ac.uk/ Scottish Funding Council distributes public money for teaching and research to universities and colleges.
- www.shintonconsulting.com/postdoc/index.html Careers resources for post-docs including career change and CV advice.
- <http://www.careers.lon.ac.uk/sortit/> Sortit an online careers guidance programme from The Careers Group University of London, which has key sections on Self Analysis, Options Generation, Research etc.
- www.swan.ac.uk/crs/ **University of Wales, Swansea** Includes a 'Career Development Planner' for contract researchers (in the section on career development) which assists in identifying transferable skills. Also case studies.
- www.targetjobs.co.uk advice for job seekers in the graduate labour market.
- <http://www.legal500.com/> The Legal 500 which lists law firms.
- <http://www.timeshighereducation.co.uk/> Time Higher Educational Supplement – articles of interest and HE job vacancies.
- <http://www.the-sra.org.uk/> Social Research Association.
- www.ucu.org.uk Universities and Colleges Union.
- <http://www.ukspa.org.uk/home> SMEs (Small and Medium Employers) directory of members of the United Kingdom Science Park Association.
- www2.warwick.ac.uk/services/careers/researchers/ Comprehensive career development site for research staff including career development, researching career options, decision making, job search, fellowships and making applications. Includes an extensive directory of useful websites.
- <http://www.universitiesuk.ac.uk/Pages/Default.aspx> Universities UK is the representative body for the executive heads of UK universities.
- <http://www.vitae.ac.uk/> VITAE a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. Access using the researcher portal.
- <http://www.windmillsonline.co.uk/> Virtual career coach – highly recommended.