

# Job descriptions at IOB

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## 01 Background and objective

Through an iterative process from the autumn of 2020 to December 2021, we have developed job descriptions for research assistants, PhD students, postdocs, assistant professors, associate professors and professors, respectively. In the final phase, a general job description has also been developed for the technical-administrative staff.

The overall objective with the job descriptions is to make work expectation more transparent. A clarification of the mutual expectations will have positive effect on our working environment and in general, the positive way we treat each other as colleagues.

For the scientific staff, the head of research units, together with the head of the department, have prepared the job descriptions in an iterative process. Inspiration is taken from a so-called Scholarly Qualification Matrix developed at the Department of Political Science and Public Management, SDU. After repeated reviews, the job descriptions were subsequently discussed and commented on by the Department Council (Institutrådet), which gave rise to further adjustments and clarifications.

The job descriptions are divided into five dimensions: *Research*, *Teaching*, *Service to society*, *Administration* and *Personal capacity*. For each dimension, it is described what is expected of a scientific employee at the Department of Sport Science and Clinical Biomechanics. It allows for a more transparent reconciliation of expectations with colleagues, heads of studies and heads of research units. It also provides the opportunity for a more transparent career path, where the expectations for the next career step are stated.

In addition to creating transparency, the job descriptions also have the specific aim to qualify the annual employee development interviews. Here, the review of the five dimensions can ensure a more holistic conversation, which not only focuses on research and teaching, but also what it means to be a good colleague who contributes to the research unit, the department, the faculty, the university, and the society in general. It is important that both the employee and the immediate manager see the job descriptions as indicative in the dialogue about how the employee is ensured both high well-being and the experience of success in relation to own research, teaching and administrative tasks.

In addition to the job descriptions for the scientific staff, a general description of the tasks associated with the technical-administrative staff has also been prepared. It also has the overall objective of creating transparency in relation to the expectations we can set for each other.

## 02 Baggrund og formål

I en proces, som har strakt sig fra efteråret 2020 til december 2021, er der udviklet stillingsbeskrivelser for henholdsvis videnskabelige assistenter, ph.d.-studerende, postdocs, adjunkter, lektorer og professor. I den afsluttende fase er der også udviklet en generel stillingsbeskrivelse for det teknisk-administrative personale.

Det overordnede formål i arbejdet med stillingsbeskrivelserne har været at gøre det mere transparent i forhold til hvilke arbejdsmæssige forventninger, vi kan have til hinanden på instituttet. En afklaring af de gensidige forventninger vil være fremmende for vores arbejdsmiljø og den generel måde, vi positivt omgår hinanden på som kollegaer.

For det videnskabelige personale har forskningslederne sammen med institutlederen udfærdiget stillingsbeskrivelserne i en iterativ proces. Inspiration er hentet fra et såkaldt Scholarly Qualification Matrix udviklet på Institut for Statskundskab, SDU. Efter gentagne gennemskrivninger er stillingsbeskrivelserne efterfølgende behandlet og kommenteret i Institutrådet, der gav anledning til justeringer og præciseringer.

Stillingsbeskrivelserne er opdelt i fem dimensioner: *Research, Teaching, Service to society, Administration* og *Personal capacity*. For hver dimension er det beskrevet, hvad der forventes af en videnskabelig medarbejder på Institut for Idræt og Biomekanik. Det giver mulighed for en mere transparent forventningsafstemning med kollegaer, studie- og forskningsledere. Det giver også mulighed for en mere transparent karriereudvikling, hvor forventningerne til det næste karrieretrin fremgår.

Udover at skabe transparens har stillingsbeskrivelserne også det konkrete formål at danne udgangspunkt for de årlige medarbejderudviklingssamtaler. Her kan gennemgangen af de fem dimensioner sikre en mere helhedsorienteret samtale, der ikke alene går på forskning og undervisning, men også hvad det indebærer at være en god kollega, der bidrager både til enhed, institut, fakultet, universitet og det omkringværende samfund. Det er væsentligt, at både medarbejder og nærmeste leder ser stillingsbeskrivelserne som vejledende i dialogen om, hvordan medarbejderen sikres både høj trivsel og oplevelsen af succes i forhold til sin forskning, undervisning og administrative opgaver.

I tillæg til stillingsbeskrivelserne for det videnskabelige personale er der også udfærdiget en generel beskrivelse af arbejdsopgaverne knyttet til det teknisk-administrative personale. Det har ligeledes det overordnede formål at skabe transparens i forhold til de forventninger, vi kan stille til hinanden.

## 03 Research Assistant

<b>Research</b>	<p>Develop analytical capabilities in specific research areas</p> <p>Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists as co-author in series and publishers on level 1, 2 or 3.</p> <p>Presence in national and international networks, research associations, and scholarly debates with potential to be acknowledged within the research field.</p> <p>Experiences with project management</p> <p>Experience with external funding strategies.</p>
<b>Teaching</b>	<p>Support research-based teaching with project presentations and other academic contributions</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for specific sectors</p> <p>Take part in innovate research dissemination and outreach activities</p> <p>Establish a visible role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Commitment to the social and professional life of the department</p> <p>Nursing good work relations with colleagues</p> <p>Motivation for and ability to take part in scientific development.</p> <p>Engaged in own career development</p>

## 04 PhD Student

<b>Research</b>	<p>Define and execute a PhD project guided by a supervisor.</p> <p>Develop own research profile (methodological, theme, etc.) aligned with the department's strategy</p> <p>Analytical capabilities in specific research areas with potential to shape the research agenda in scientific communities.</p> <p>Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists as first author in series and publishers on level 2 or 3.</p> <p>Presence in national and international networks, research associations, and scholarly debates with potential to be acknowledged within the research field.</p> <p>Experiences with management of research projects</p> <p>Experience with external funding strategies</p>
<b>Teaching</b>	<p>Experiences with teaching on different levels</p> <p>Experiences with supervision and examination of bachelor students</p> <p>Experiences with supervision of master students under guidance of main supervisor.</p> <p>Experiences with course development and coordination</p> <p>Deliver working hours related to teaching according to department requirements (280 work hours per year).</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for specific sectors</p> <p>Take part in innovate research dissemination and outreach activities</p> <p>Establish a visible role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Commitment to take part in the social and professional life of the department with weekly attendances in meetings, seminars, PhD defenses and other departmental events.</p> <p>Nursing good work relations with colleagues</p> <p>Motivation for and ability to take part in scientific development.</p> <p>Engaged in career development</p>

## 05 Postdoc

<b>Research</b>	<p>Develop own research profile (methodological, theme, etc.) aligned with the department's strategy</p> <p>Analytical capabilities in specific research areas with potential to shape the research agenda in scientific communities.</p> <p>Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists, preferable as first author in series and publishers on level 2 or 3.</p> <p>Presence in national and international networks, research associations, and scholarly debates with potential to be acknowledged within the research field.</p> <p>Experiences with management of research projects as well as co-supervising of PhD studies.</p> <p>Experience with external funding (e.g. as co-applicant), and potential for successful fundraising of minor projects. Minimal main or co-applicant of 1 grant applications per year.</p>
<b>Teaching</b>	<p>Support research-based teaching with project presentations and other academic activities</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for specific sectors</p> <p>Ability to innovate research dissemination and outreach activities</p> <p>Have visible role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Commitment to the social and professional life of the department with weekly attendances in meetings, seminars, PhD defenses and other departmental events.</p> <p>Nursing good work relations with colleagues</p> <p>Motivation for and ability to take part in scientific and departmental development.</p> <p>Exponent for a scientific standards and knowledge sharing at the department</p> <p>Engaged in career development and creation of opportunities for younger scholars in projects and other initiatives.</p>

## 06 Assistant Professor

<b>Research</b>	<p>Develop own research profile (methodological, theme, etc.) aligned with the department's strategy</p> <p>Analytical capabilities in specific research areas with potential to shape the research agenda in scientific communities.</p> <p>Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists, preferable as first author in series and publishers on level 2 or 3.</p> <p>Presence in national and international networks, research associations, and scholarly debates with potential to be acknowledged within the research field.</p> <p>Experiences with management of research projects as well as co-supervising of PhD studies.</p> <p>Experience with external funding (e.g. as co-applicant), and potential for successful fundraising of minor projects. Minimal main or co-applicant of 1 grant applications per year.</p>
<b>Teaching</b>	<p>Pedagogical training: Complete a lecturer training program with documentation of own teaching development.</p> <p>Experiences with teaching on different levels documented by positive student evaluations</p> <p>Experiences with supervision and examination of bachelor and master students.</p> <p>Experience with study program management and/or course development and coordination</p> <p>Deliver working hours related to teaching according to department requirements (750 work hours per year).</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for specific sectors</p> <p>Ability to innovate research dissemination and outreach activities</p> <p>Have visible role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>Participate in department committees</p> <p>Member of assessment committees for PhD project proposals</p> <p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Commitment to the social and professional life of the department with weekly attendances in meetings, seminars, PhD defenses and other departmental events.</p> <p>Nursing good work relations with colleagues</p> <p>Motivation for and ability to take part in scientific, educational, and departmental development.</p> <p>Exponent for a scientific standards and knowledge sharing at the department</p> <p>Engaged in career development and creation of opportunities for younger scholars in projects and other initiatives.</p>



## 07 Associate Professor

<b>Research</b>	<p>An explicitly tailored research profile aligned with the department's strategy</p> <p>Sophisticated and rigorous analytical capabilities in specific research areas as well as an ability to shape the research agenda in scientific communities</p> <p>A sustained and sizable research output in national and international journals and books in accordance with the accepted norm within the research area.</p> <p>Research quality is crucial, and some publications should be published in high-ranking journals and/or university presses. Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists, preferable as first or last author in series and publishers on level 2/3</p> <p>Presence in national and international networks, research associations, and scholarly debates</p> <p>Experiences with successful management of research projects, successful supervision of PhD studies and completion of externally funded projects.</p> <p>Experience and success with external funding (e.g. as co-applicant), and potential for successful fund-raising of major projects. Minimal main or co-applicant of 2-3 grant applications per year.</p>
<b>Teaching</b>	<p>Experiences with teaching at all levels documented by positive student evaluations</p> <p>Experiences with successful supervision and examination of bachelor and master students.</p> <p>Pedagogical leadership, e.g., experience and success with organization of pedagogical conferences or involvement of attracting external funding for teaching related development or initiatives.</p> <p>Experience with study program management and/or course development and coordination</p> <p>Experience with mentoring assistant professors and PhD students in teaching</p> <p>Deliver working hours related to teaching according to department requirements (750 work hours per year).</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for the public sector, education, industry and business, and/or cultural development</p> <p>Ability to innovate research dissemination and outreach activities and support colleagues to excel in such activities.</p> <p>Ability to identify and develop new ways in which a larger group of scholars (perhaps across disciplines) can interact with stakeholders and the society at large in order to solve societal problems.</p> <p>Have visible role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>Participate in department, faculty, and university committees (hiring, developing, translation e.g.)</p> <p>Member of assessment committees for scientific positions and PhD project proposals</p> <p>Head of assessment committees of PhD theses</p> <p>Participate in advisory committees, national and international committees, and guideline committees.</p> <p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Being a role-model with weekly attendances in the social and professional life of the department (meetings, seminars, PhD defenses and other departmental or university events)</p> <p>Nursing good work relations with colleagues and being ready to back them up if needed.</p> <p>Motivation for and ability to take leadership in scientific, educational, and departmental development.</p> <p>Exponent for a scientific standards and knowledge sharing at the department</p> <p>Engaged in career development and creation of opportunities for younger scholars in projects and other initiatives.</p>

## 08 Professor

<b>Research</b>	<p>An internationally leading research profile aligned with the department's strategy</p> <p>Experience in building and developing research agendas and communities feeding into the overall strategic development of the department.</p> <p>Sophisticated and rigorous analytical capabilities in several subfields as well as a proven ability to shape the research agenda in the international scientific community.</p> <p>A sustained and sizable research output in national and international journals and books in accordance with the accepted norm within the research area.</p> <p>Research quality is crucial, and some publications should be published in the top field journals and/or university presses. Scientific papers and book chapters are published in registered series and publishers according to the Bibliometric Research Indicator (BFI) lists, preferable as first or last author in series and publishers on level 2 or 3.</p> <p>Strong presence in national and international networks, research associations, and scholarly debates.</p> <p>A solid track-record of successful management of research projects or groups as well as successful completion PhD studies and of externally funded projects.</p> <p>Several experiences and success with external funding, and strong potential for successful fundraising of major projects. Minimal main or co-applicant of one major grant application per year.</p>
<b>Teaching</b>	<p>Ample experiences with teaching at all levels documented by positive student evaluations</p> <p>Ample experience with supervision and examination of bachelor and master students.</p> <p>Strong pedagogical leadership, e.g. ample experience and success with organization of pedagogical conferences or active involvement of attracting external funding for teaching related development or initiatives.</p> <p>Solid experience with study program management and/or development course development and coordination.</p> <p>Experience with mentoring university teachers, especially assistant professors and PhD students in teaching</p> <p>Deliver working hours related to teaching according to department requirements (750 work hours per year).</p>
<b>Service to society</b>	<p>Translate and disseminate research-based knowledge with relevance for the public sector, education, industry and business, and/or cultural development.</p> <p>Proven ability to innovate research dissemination and help others at the department to excel in such activities.</p> <p>Proven ability to identify and develop new ways in which a larger group of scholars (perhaps across disciplines) can interact with stakeholders and the society at large in order to solve societal problems.</p> <p>Have a visible leading role in relevant scientific societies nationally and internationally.</p>
<b>Administration</b>	<p>Participate in department, faculty, and university committees (hiring, developing, translation e.g.)</p> <p>Member of assessment committees for scientific positions</p> <p>Head of assessment committees of PhD theses</p> <p>Evaluation of national and international research groups and institutions</p> <p>Participate in advisory committees, national and international committees, and guideline committees.</p> <p>General administrative tasks at the department level (registration, budgeting, financial management, e.g.)</p>
<b>Personal capacity</b>	<p>Being a leading role-model with weekly attendances in the social and professional life of the department (meetings, seminars, PhD defenses and other departmental or university events)</p> <p>Nursing good work relations with colleagues and being ready to back them up if needed.</p> <p>Motivation for and ability to take leadership in scientific, educational, and departmental development.</p> <p>Exponent for a highest scientific standard and knowledge sharing at the department</p> <p>Engaged in career development and creation of opportunities for younger scholars in projects and other initiatives.</p> <p>Being comfortable in a leadership role which entails working much more for the collective than for oneself.</p>

## 09 Technical and administrative staff

<b>Research</b>	<p>Technical staff contribute to research with competences in a long range of bioanalysis.</p> <p>Technical staff keep themselves up to date with newest technologies and measures. The technical staff facilitate implementation of new measures and support the ongoing maintenance of equipment.</p> <p>Technical staff drive and support the development of experimental setup including the constructions of equipment.</p> <p>Technical staff assists in the onboarding of new user in the laboratories (employees and students).</p> <p>Administrative staff assist in grant applications with budgeting and approval of budgets.</p> <p>Administrative staff archives important material related to research projects (significant decisions, delays, status reports, financial reports, correspondence with financiers).</p>
<b>Teaching</b>	<p>Administrative staff facilitate the teaching especially around examination and teaching administration.</p> <p>Administrative staff administers the system for registration of working hours related to teaching.</p> <p>Technical staff participate in the teaching of lab competences for the students.</p> <p>The Outreach coordinator teaches career management skills at the master's programme in Sport and Health and has the responsibility for the Internship module.</p>
<b>Service to society</b>	<p>The communication officer facilitates and drives strategic research communication.</p> <p>The outreach coordinator for the study programme in Sport and Health refine and organize initiatives aiming to recruit motivated students for the bachelor programme and contribute to the development of student employability.</p> <p>Administrative staff assists in the planning and execution of events (seminars, conferences, graduations, inaugural seminar etc.).</p>
<b>Administration</b>	<p>Administrative staff will provide support and guidance in HR issues</p> <p>Administrative staff will ensure that administrative processes are conducted in accordance with laws and regulations from SDU and the higher authorities (employments, absence, holidays etc.)</p> <p>Administrative staff will assist the project administration by securing financial administration according to the law and SDU regulations.</p> <p>Administrative staff assist in purchases to ensure that they are done according to rules and procurement agreements.</p> <p>Administrative staff assists in the onboarding of new employees and parttime teachers.</p> <p>Administrative staff secures that vehicles are functioning, and office supplies are ordered when needed.</p> <p>Administrative staff basic infrastructure including assisting the cleaning company with cleaning kitchens (coffee machines etc.)</p> <p>Technical and administrative staff keeps employees informed about procedures and news on IOB-intra.</p>
<b>Personal capacity</b>	<p>Technical and administrative staff will contribute to a positive working environment by</p> <ul style="list-style-type: none"> <li>• being competent</li> <li>• being service minded</li> <li>• being accessible</li> <li>• focusing on being a good colleague</li> <li>• being qualified with an eager to gain new skills and competences</li> </ul>



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