Skills Audit for Researchers

Date:

Section 1: Research Management Skills

<table>
<thead>
<tr>
<th>1) Research management – to be able to:</th>
<th>Characteristic descriptor(s)</th>
<th>Initial competence level</th>
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</table>
| **Project management** 1.1) Apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities. | ✓ make plans and balance competing demands on time effectively  
✓ plan, organise, execute and evaluate a research programme  
✓ set and prioritise a number of intermediate goals within an individual research project and develop an effective strategy and timetable for meeting them | Competent  
Adequate  
Needs development |
| **Library skills** 1.2) Design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment. | ✓ collect and record information in an organised and professional way  
✓ competence in relevant software  
✓ conduct searches using appropriate online and offline resources | Competent  
Adequate  
Needs development |
| **Bibliography skills** 1.3) Identify and access appropriate bibliographical resources, archives, and other sources of relevant information. | ✓ demonstrate an excellent awareness of potential sources of relevant information for subject area  
✓ fluent in referencing appropriate sources and able to use a variety of referencing styles and systems | Competent  
Adequate  
Needs development |
| **IT skills** 1.4) Use information technology appropriately for database management, recording and presenting information. | ✓ establish a bibliography at the level expected for scholarly publication and keep it up to date through searches and electronic services  
✓ use appropriate software to prepare papers with any relevant special features, such as use of master documents, or embedding of charts, figures and images | Competent  
Adequate  
Needs development |
List examples of where you have demonstrated these skills:


Are there areas you need to develop? If so, how can you do this?


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### Section 2: Skills of Personal Effectiveness

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<th>2) Personal effectiveness – to be able to:</th>
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| **Willingness to learn** 2.1) Demonstrate a willingness and ability to learn and acquire knowledge. | ✓ identify and exploit sources of information or instruction on a new area  
✓ excellent attendance at seminars, meetings and conferences | □ Competent  
□ Adequate  
□ Needs development |
| **Creativity/originality** 2.2) Be creative, innovative and original in one’s approach to research. | ✓ find solutions to difficult problems  
✓ develop new methodologies as required  
✓ generate new ideas and approaches | □ Competent  
□ Adequate  
□ Needs development |
| **Open-mindedness** 2.3) Demonstrate flexibility and open-mindedness. | ✓ analyse the strengths and weaknesses of one’s own approach  
✓ willing to complement it by an engagement with other approaches | □ Competent  
□ Adequate  
□ Needs development |
| **Self-assessment** 2.4) Demonstrate self-awareness and the ability to identify own training needs. | ✓ evaluate a wide range of skills, evaluate training needs in the light of this and the requirements of the research project, develop a coherent plan for future training | □ Competent  
□ Adequate  
□ Needs development |
| **Self-discipline** 2.5) Demonstrate self-discipline, motivation, and thoroughness. | ✓ work to a professional level without supervision  
✓ demonstrate high levels of accuracy, organisation and attention to detail | □ Competent  
□ Adequate  
□ Needs development |
| **Awareness of support** 2.6) Recognise boundaries and draw upon/use sources of support as appropriate. | ✓ objectively consider gaps in knowledge, understanding or ability and be aware of possible sources of support such as the skills of colleagues | □ Competent  
□ Adequate  
□ Needs development |
| **Self-reliance** 2.7) Show initiative, work independently and be self-reliant. | ✓ make and execute substantial research plans with guidance necessary only for specialist issues | □ Competent  
□ Adequate  
□ Needs development |
List examples of where you have demonstrated these skills:

Are there areas you need to develop? If so, how can you do this?
## Section 3: Communication Skills

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<td><strong>Academic writing</strong></td>
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| 3.1) Write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, and thesis. | ✓ produce a well-structured and well-written report of substantial length  
✓ write concise, academic prose and express ideas with suitable clarity  
✓ full control over a variety of styles | Competent  
Adequate  
Needs development |
| **Critical writing**                    |                              |                          |
| 3.2) Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques. | ✓ communicate own research orally and in written reports  
✓ explain own research at a range of levels appropriate for e.g. international conference or non-specialist audiences  
✓ produce well-constructed, clear presentations using slides, for example, and use these confidently and easily in oral presentations  
✓ provide feedback for own research subject of the kind expected in referees’ reports for journals and publishers and respond to such feedback | Competent  
Adequate  
Needs development |
| **Research presentation skills**       |                              |                          |
| 3.3) Constructively defend research outcomes at seminars and viva examination. | ✓ present academic work at seminars and conferences fluently and confidently  
✓ respond clearly and persuasively to questions and comments | Competent  
Adequate  
Needs development |
| **Promote public understanding**      |                              |                          |
| 3.4) Contribute to promoting the public understanding of one’s research field. | ✓ write and present research in an appropriate manner for specialist or lay audiences | Competent  
Adequate  
Needs development |
| **Teaching skills**                    |                              |                          |
| 3.5) Effectively support the learning of others when involved in teaching, mentoring or demonstrating activities. | ✓ effectively impart information to others  
✓ understand possibilities for supporting the learning of others | Competent  
Adequate  
Needs development |
List examples of where you have demonstrated these skills:


Are there areas you need to develop? If so, how can you do this?


## Section 4: Networking & Teamworking Skills

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| **Networking**  
4.1) Develop and maintain cooperative networks and working relationships with supervisors, colleagues and peers, within the institution and the wider research community. | ✓ regular attendance at conferences and meetings, awareness of researchers in research field | ☐ Competent  
☐ Adequate  
☐ Needs development |
| **Teamworking**  
4.2) Understand one’s behaviours and impact on others when working in and contributing to the success of formal and informal teams. | ✓ can work in teams (e.g. research groups) on complex projects and can both reflect on quality of teamwork and solve teamworking problems as they arise | ☐ Competent  
☐ Adequate  
☐ Needs development |
| **Feedback Skills**  
4.3) Listen, give and receive feedback and respond perceptively to others. | ✓ aware of techniques of giving feedback  
✓ aware of others in research group  
✓ give and receives feedback on regular basis | ☐ Competent  
☐ Adequate  
☐ Needs development |
List examples of where you have demonstrated these skills:

Are there areas you need to develop? If so, how can you do this?
### Section 5: Career Management Skills

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<tr>
<td><strong>Professional development</strong> 5.1) Appreciate the need for and show commitment to continued professional development.</td>
<td>✓ active member of professional institution ✓ attend meetings, seminars and conferences ✓ organise events</td>
<td>☐ Competent ☐ Adequate ☐ Needs development</td>
</tr>
<tr>
<td><strong>Career management</strong> 5.2) Take ownership for and manage one's career progression, set realistic and achievable career goals, and identify and develop ways to improve employability.</td>
<td>✓ aware of potential employers ✓ aware of general recruitment practices ✓ aware of and practise effective job hunting techniques</td>
<td>☐ Competent ☐ Adequate ☐ Needs development</td>
</tr>
<tr>
<td><strong>Transferable skills</strong> 5.3) Demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia.</td>
<td>✓ aware of potential career paths and the generic aspects of a PhD, including research techniques, project planning and communication skills</td>
<td>☐ Competent ☐ Adequate ☐ Needs development</td>
</tr>
<tr>
<td><strong>Promote oneself</strong> 5.4) Present one's skills, personal attributes and experiences through effective CVs, applications and interviews.</td>
<td>✓ broad knowledge of types of CVs, interview techniques and standard questions and techniques such as psychometric testing ✓ aware of the variety of interview possibilities, including assessment centres</td>
<td>☐ Competent ☐ Adequate ☐ Needs development</td>
</tr>
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List examples of where you have demonstrated these skills:


Are there areas you need to develop? If so, how can you do this?


