

Job Description and Person Specification

Last updated: July 2019

JOB DESCRIPTION

Post title:	Research Fellow		
School/Department:	Zepler Institute for Photonics and Nanoelectronics		
Faculty:	Faculty of Engineering and Physical Sciences		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	4
*ERE category:	Research pathway		
Posts responsible to:	Principal Research Fellow		
Posts responsible for:	Postgraduate students		
Post base:	Non Office-based (see job hazard analysis)		

Job purpose
To undertake research in accordance with the specified research project under the supervision of the award holder. To undertake leadership, management and engagement activities.

Key accountabilities/primary responsibilities	% Time
1. To develop and carry out an area of personal research.	60 %
2. Regularly disseminate findings by taking the lead in preparing publication materials for referred journals, presenting results at conferences, or exhibiting work at other appropriate events.	35%
3. Contribute to the writing of bids for research funding.	
4. Investigate models and approaches to test and develop them.	
5. Collaborate/work on original research tasks with colleagues in other institutions.	
6. Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.	
7. Supervise the work of junior research staff.	
8. Carry out occasional undergraduate supervision, demonstrating or lecturing duties within own area of expertise, under the direct guidance of a member of departmental academic staff.	

Key accountabilities/primary responsibilities	% Time
9. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>Direct responsibility to holder of research award or academic supervisor. May have additional reporting and liaison responsibilities to external funding bodies or sponsors. May be asked to serve on a relevant School/Department committee, for example research committee. Collaborators/colleagues in other work areas and institutions.</p>

Special Requirements
<p>To be available to participate in fieldwork as required by the specified research project. To attend national and international conferences for the purpose of disseminating research results.</p> <p><i>Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of Senior Research Assistant will be given.</i></p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>PhD or equivalent professional qualifications and experience in Physics or Materials Science</p> <p>Detailed understanding and knowledge of optics</p> <p>Hands-on experience in cleanroom micro /nanofabrication.</p> <p>Experience of designing structures and devices</p> <p>Experience of fabricating, testing and characterising structures and devices</p>	<p>PhD in Nanophotonics/ Plasmonics/ Metamaterials</p> <p>Knowledge of liquid crystals/ physics of surfaces/ structural mechanics</p> <p>Hands-on experience in focussed ion-beam milling or e-beam nanolithography</p> <p>Modelling, designing and characterisation of NEMS or NEMS-based metamaterials/ plasmonic devices</p>	CV/Interview
Planning and organising	Able to organise own research activities to deadline and quality standards	Self-organisation and project planning skills	CV/Interview
Problem solving and initiative	<p>Able to develop understanding of complex problems and apply in-depth knowledge to address them</p> <p>Able to develop original techniques/methods</p> <p>Able to take on challenges and adapt to new areas</p>	Strong analytical and problem solving skills	CV/Interview
Management and teamwork	<p>Able to supervise work of junior research staff, delegating effectively</p> <p>Able to contribute to School/Department management and administrative processes</p> <p>Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development</p>	<p>Able to work with minimal supervision and to organise and prioritise own work and that of research students</p> <p>Able to provide expert guidance and advice to junior research staff and colleagues</p>	CV/Interview
Communicating and influencing	<p>Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience</p> <p>Able to present research results at group meetings and conferences</p> <p>Able to write up research results for publication in leading peer-viewed journals</p> <p>Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes</p>	<p>Able to communicate well in written and oral formats</p> <p>Able to represent the research group at international events</p> <p>Track record in publishing peer reviewed international papers</p> <p>Interdisciplinary research in functional materials and/or opto-mechanics</p>	CV/Interview
Other skills and behaviours	Understanding of relevant Health & Safety issues		CV/Interview

	Positive attitude to colleagues and students		
Special requirements	Able to attend national and international conferences to present research results		CV/Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:	x		
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)		x	
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public	x		
Lone working	x		
## Shift work/night work/on call duties			