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| Last updated: | 25 February 2021 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| Academic Unit/Service: | ORC | | |
| Faculty: | Faculty of Physical Sciences and Engineering | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Professor Peter Kazansky | | |
| Posts responsible for: |  | | |
| Post base: | Office and Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To undertake world leading research in the areas of **ultrafast laser material processing and direct write data storage** under the supervision of Professor Peter Kazansky. To undertake leadership, management and engagement activities within these areas in close collaboration with our project partners at Microsoft Research. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To develop and carry out world leading research. | 65 % |
|  | 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. | 5 % |
|  | Contribute to the writing of bids for research funding. | 5 % |
|  | Investigate models and approaches to test and develop them. | 5 % |
|  | Collaborate/work on original research tasks with colleagues in other institutions. | 5 % |
|  | 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. | 5 % |
|  | Supervise the work of junior research staff. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Direct responsibility and reporting to Professor Peter Kazansky on all aspects of the work.  May have additional reporting and liaison responsibilities to external funding bodies and our project partners and sponsors at Microsoft Research including collaborators/colleagues in other work areas and institutions as directed by Professor Kazansky. |

| Special Requirements |
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| To be available to travel to participate in testing of the developed technology as required by the specified research project.  To attend national and international conferences for the purpose of disseminating research results.  *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.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD in Physics or Optical Engineering  Understanding and knowledge of ultrafast lasers and light-matter interactions | PhD in laser physics  Knowledge of glass chemistry, material science  Experience in nonlinear optics, ultrafast laser direct writin, ultrafast laser material processing, micro-optics | PhD thesis and relevant publications. |
| Planning and organising | Able to organise own research activities to deadline and quality standards |  |  |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  |  |
| Management and teamwork | Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development | Able to supervise work of junior research staff, delegating effectively  Able to contribute to Academic Unit management and administrative processes |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes |  | Relevant publications and personal references |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  |  |
| Special requirements | Able to attend national and international conferences to present research results |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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: |  |  |  |
| 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) |  |  |  |
| 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 |  |  |  |
| Lone working | x |  |  |
| ## Shift work/night work/on call duties |  |  |  |