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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Senior Research Fellow** |
| Standard Occupation Code: (UKVI SOC CODE) |  |
| School/Department: | ORC |
| Faculty: | Faculty of Physical Sciences and Engineering |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Research pathway |
| Posts responsible to: | Professor Peter Kazansky |
| Posts responsible for: |  |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| To plan and deliver 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 |
| --- | --- |
|  | Plan and deliver high quality research within a specified area, project managing the research activity, sustaining a personal research plan, and supervising and taking responsibility for the research team.  | 60% |
|  | Establish a national reputation by sustaining the regular dissemination of findings through leading peer-reviewed publications, presenting results at conferences, or exhibiting work at other appropriate events. | 5% |
|  | Develop and engage in research methodologies that add to the knowledge/understanding of the subject area.  | 10% |
|  | Carry out management and administrative tasks associated with specified research funding, including risk assessment of project activities, organisation of project meetings and documentation and preparation of annual reports. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control.  | 5% |
|  | Provide expert advice in own subject area to other staff and students. | 5% |
|  | Collaborate on and develop original research with colleagues in other institutions. | 5% |
|  | Carry out occasional student supervision, demonstrating or lecturing duties within own area of expertise. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
| --- |
| Responsibility to research award holder/project director Prof Peter KazanskyResponsibility for reporting and liaison with 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.If required, as a senior member of the project team, will coordinate the day-to-day activities of research and technician staff under the guidance of the project director, Prof Peter Kazansky.Collaborators and colleagues in other work areas and institutions. |

| Special Requirements |
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| 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. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in experience in Physics and Optical EngineeringGrowing and consistent national reputation in Track record of published researchSignificant experience within ultrashort pulse laser systems, femtosecond laser direct writing, fundamentals of light-mater interactions, ultrafast optics including few-cycle pulses  | PhD in Physics and Optical EngineeringKnowledge of Relevant national committee membershipsExperience of ultrafast laser material processing, micro- and nano-optics, optical engineering, optical microscopy Teaching at undergraduate and/or postgraduate level |  |
| Planning and organising | Proven ability to organise a range of high quality research activities to deadline and quality standards, ensuring plans complement broader research strategyProven ability to develop innovative research proposals and attract research funding | Able to build a research team |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issuesAble to apply originality in modifying existing approaches to solve problems |  |  |
| Management and teamwork | Able to manage, motivate and coordinate research team, delegating effectively. Able to formulate staff development plans, if appropriateAble to undertake coordinating role in School/Department/universityAble to monitor and manage resources and budgetsWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audienceTrack record of presenting research results at group meetings and conferencesAble to persuade and influence at all levels in order to foster and maintain relationshipsAble to resolve tensions/difficulties as they arise Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  |  |
| Other skills and behaviours | Compliance relevant Health & Safety issuesPositive 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 |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |