Job Description

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Summary

Job title	Laboratory Manager for the Phonetics Laboratory
Division	Humanities Division
Department	Faculty of Linguistics, Philology, and Phonetics
Location	Phonetics Laboratory
Grade and salary	Grade 6S: £32,332- £38,205 per year (full-time rate)
Hours	Part time (18.75 hours per week / 50% FTE)
Contract type	Fixed term (2 years), subject to satisfactory completion of an initial probationary period of 3 months.
Reporting to	Director of the Phonetics Laboratory
Vacancy reference	173654
Additional information	This post commences on 3rd September 2024, or as soon as possible after that

The role

The role has been created to support the work of the Phonetics Laboratory. The post holder will work closely with the Director and Administrator of the Phonetics Laboratory to ensure the smooth running of the laboratory facilities, including the maintenance of hardware and software, and provide support for general work in the area as well as work on specific research projects. The post holder will also help to train students and postdoctoral researchers in using the facilities and help to ensure the smooth move into and work within the new lab facility in the Schwarzman Centre.

Responsibilities

The Laboratory Manager

(a) will provide technical expertise and assistance with the setting-up, running and use of analogue and digital audio and other electronic equipment;

(b) will provide assistance in running experiments;

(c) will advise on equipment specification and purchasing, replacement, and repairs;

(d) may perform minor electronics repairs;

(e) will provide expertise and support with essential, related specialist computer hardware and software for capture, processing, and storage of audio and physiological signals relating to speech;

(f) will support research activities by staff and students in the Laboratory;

(g) will assist with the training of students and research staff in experimental work and the practical use of equipment in the laboratory, including when new or replacement equipment is installed;

(h) in collaboration with the Director and Administrator of the Phonetics Laboratory, will prepare for and carry out the relocation of the Phonetics Laboratory to its new site in the Schwarzman Centre; (i) will accept delegated responsibility for safe laboratory practice;

(j) in collaboration with other Phonetics Laboratory users, will create straightforward step-by-step user guides for equipment, and will develop Standard Operating Procedures for use in the laboratory and in the use of fieldwork equipment.

Selection criteria
Essential selection criteria

Essential

- Experience with audio hardware (e.g. microphones, amplifiers, recording apparatus, loudspeakers, headphones)

- Experience with other audiovisual hardware (e.g. monitors, video cameras)

- A primary degree (or equivalent qualification or proven track record) in electronics, audio processing, computer science, or a related discipline

- Knowledge of one or more programming language (e.g. Python, Matlab), and ability to write scripts (e.g. Linux shell, R, Praat)

- Advanced computer skills

- Ability to diagnose faults in analogue and digital electronic equipment and — if practical and cost-effective — carry out minor repairs

- Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard within required deadlines

- Ability to work independently to seek out information and solve a range of problems, often of a reactive nature but also ability to work well as part of a team

- Ability to convey complex information to non-specialists (e.g. explaining how to operate a particular instrument to a student)

- Willingness to undertake appropriate training specific to role

- Familiarity with good laboratory practices and procedures

- Familiarity with technical support in a research or educational environment

- Ensure laboratory work is in line with good research practice and integrity policies

Desirable

- Knowledge of experiment design and statistics

- Experience with physiological recording hardware (e.g. ultrasound, EMG amplifiers)

- Ability to train students in experiment methods

- Ability to maintain and update specialist software (e.g. for audio processing, instrumentation, and data analysis) that is essential for the work of the Laboratory, and support grant-funded projects, thus enabling future capture of grant income

- Ability to design, assemble and repair electronic equipment

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

https://www.jobs.ox.ac.uk/pre-employment-checks 4

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit https://www.ox.ac.uk/about/organisation.

The Phonetics Laboratory

The Phonetics Laboratory is a unit within the Faculty of Linguistics, Philology and Phonetics specialising in teaching and research on the acoustics and physiology of speech production and perception. The Laboratory is currently located in 41 Wellington Square but from August-September 2025 the Laboratory will move, along with the other parts of the Faculty, to the new Stephen A. Schwarzman Centre for the Humanities, on Woodstock Road. It is equipped with two small recording studios (one also doubling as an acoustics and perception laboratory), a speech physiology laboratory, and excellent computational facilities. These facilities are available for use by colleagues and students from across the Faculty, and sometimes from other departments where work on speech and spoken language is carried out. The Laboratory Administrator, the Faculty IT Manager, and two professors have offices in the Laboratory; other researchers and students also use hot-desks there. The Laboratory is world-renowned for research into many aspects of speech, especially work on intonation and large-scale acoustic analysis of spoken audio (in various languages). Current projects include "Mapping Prosodic Convergence", "Phonetic variation in Indian Englishes", and "Investigating the prosody-gesture interface in multimodal communication" (a collaboration with colleagues in Oxford's International Multimodal Communication Centre). Although the Laboratory and the Faculty are in the Humanities Division, it is worth noting that our work is intensely interdisciplinary; we work with colleagues and students across *all* the other Divisions: Social Sciences; Medical Sciences; and Mathematical, Physical and Life Sciences.

We encourage applicants to explore the Laboratory website http://www.phon.ox.ac.uk/ to find out more about what we do.

The Faculty of Linguistics, Philology and Phonetics

The Faculty of Linguistics, Philology and Phonetics is a strong community of scholars working across many aspects of Linguistics, including synchronic and diachronic linguistics, historical work on specific languages and language families, and experimental work in phonetics, phonology, psycholinguistics, and neurolinguistics. The Faculty offers two thriving Master's degrees, and has a large number of doctoral students registered for the DPhil degree. The Faculty offers undergraduate teaching in all areas of linguistics for its joint undergraduate degrees in Modern Languages and Linguistics, and in Psychology, Philosophy and Linguistics.

The Faculty has a strong record of attracting research grants representing the full breadth of its interests, and a record of innovation. Members of the Faculty collaborate regularly with scholars based in other Faculties and Departments of the University, as well as internationally. Recent collaboration partners within the University 5

include Oxford's International Multimodal Communication Centre; the Wellcome Centre for Integrative Neuroimaging; the Nuffield Department of Primary Care Health Services; and the Oxford English Dictionary.

For more information please visit: https://www.ling-phil.ox.ac.uk/

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Asian and Middle Eastern Studies; Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

For more information please visit: http://www.humanities.ox.ac.uk/

How to apply

Applicants must have the Right to Work within the UK as this position may not amount to enough points under the points-based immigration system in the UK. For more information please visit: https://www.jobs.ox.ac.uk/pre-employment-checks

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a **CV** and a **supporting statement**. The supporting statement is **extremely important to the panel** and must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents **as PDF files** with your name and the document type in the filename. All applications must be received by **midday** UK time on the closing date stated in the online advertisement. It is expected that invitations to interview will be sent out within a week or two of the closing date, with interviews in late July or early August.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

https://staff.web.ox.ac.uk/recruitment-support-faqs

Questions about this job (as opposed to technical issues relating to the submission of applications) may be sent to the current Director of the Phonetics Laboratory, Prof. John Coleman (john.coleman@phon.ox.ac.uk).

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk. 6

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. 7

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See https://hr.admin.ox.ac.uk/my-family-care

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society