

Job Description

ENGINEERING SCIENCE

Job title	Postdoctoral Research Assistant in Optical Metrology for Manufacturing
Division	Mathematical, Physical and Life Sciences Division
Department	Engineering Science
Location	Holder building, Parks Road, Oxford
Grade and salary	Grade 7: £36,024 -£44,263 per annum
Hours	Full time
Contract type	Fixed-term – 1 year
Reporting to	Prof. Martin Booth
Vacancy reference	174323
Additional information	Reimbursement of relocation costs for postdoctoral positions is only available where allowed on the project.

Research topic	Optical online metrology
Principal Investigator / supervisor	Prof. Martin Booth
Project team	Dynamic Optics and Photonics
Project web site	https://eng.ox.ac.uk/dop/
Funding partner	The funds supporting this research project are provided by EPSRC
Recent publications	Optics Express 29 (22), 35414-35425 (2021); Optica 6 (5), 662-667 (2019); arXiv preprint arXiv:2301.02647 (2023)

The role

We are seeking a full-time post-doctoral research assistant to join the Dynamic Optics and Photonics research group at the Department of Engineering Science (central Oxford). The post is fully funded by the EPSRC and is fixed-term for one year in the first instance, with opportunity for extension.



This role is to explore online optical metrology to increase process efficiency during short pulse laser manufacturing. This will involve the design, build and testing of novel forms of optical instrumentation that can be embedded inside laser processing systems, to give additional information on workpiece positioning and structural modifications. Developments will be tested on short pulse laser processing systems in Oxford and at partner institutions, to show benefits during device manufacture. The successful applicant will have a background in experimental science with experience in optical instrumentation, ideally for metrology. Additional experience in either microscope development or laser direct writing would be beneficial but not essential.

The post holder will be responsible for the design, build and test of a high resolution optical microscope that can be integrated as a module into an existing system. It will be important that the successful applicant can work both independently and as part of a team, with opportunities for collaborative work available nationally and internationally.

Responsibilities

Specific Tasks

- Development of a high-resolution confocal optical microscope that acts as a module to be integrated within an existing laser fabrication system.

Additional Tasks

- Manage own academic research and administrative activities. This involves small scale project management, to co-ordinate multiple aspects of work to meet deadlines
- Adapt existing and develop new scientific techniques and experimental protocols
- Test hypotheses and analyse scientific data from a variety of sources, reviewing and refining working hypotheses as appropriate
- Contribute ideas for new research projects
- Develop ideas for generating research income, and present detailed research proposals to senior researchers
- Collaborate in the preparation of scientific reports and journal articles and occasionally present papers and posters
- Use specialist scientific equipment in a laboratory environment
- Act as a source of information and advice to other members of the group on scientific protocols and experimental techniques
- Represent the research group at external meetings/seminars, either with other members of the group or alone
- Carry out collaborative projects with colleagues in partner institutions, and research groups
- The researcher may have the opportunity to undertake ad-hoc paid teaching (this includes lecturing, demonstrating, small-group teaching, tutoring of undergraduates and graduate students and supervision of masters projects in collaboration with principal investigators). Permission must be sought in advance for each opportunity and the total must not exceed 4 hours a week.
- Any other duties appropriate with the role.

This job description should be viewed as a guide to the role and is not intended as a definitive list of duties. It may be reviewed in light of changing circumstances with consultation with the post holder.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working with category 3b or 4 lasers (laser safety class)
- Travel outside of Europe or North America on University Business

Selection criteria

Essential

- Hold a relevant PhD/DPhil, (or near completion*) together with relevant experience in optical instrumentation
- Possess sufficient specialist knowledge in the discipline to work within the established research programmes on development of both confocal optical microscopes and ultrashort pulse laser processing
- Ability to manage own academic research and associated activities
- Previous experience of contributing to publications/presentations
- Ability to contribute ideas for new research projects and research income generation
- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings

**please note that 'near completion' means that you must have submitted your PhD thesis before the start of the post.*

Desirable

- Experience of independently managing a discrete area of a research project
- Experience of actively collaborating in the development of research articles for publication
- Experience in development of high-resolution fluorescence optical microscope

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we

can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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 www.ox.ac.uk/about/organisation.

Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialties, which include most branches of the subject. We have especially strong links with computer science, materials science, medicine and also the Saïd Business School. The Department employs 120 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition, there are nine visiting professors. There is an experienced team of teaching support staff, professional services and administrative staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is ranked second in the world in the latest *Times Higher Education World University Rankings* for Engineering & Technology. Further information about the Department is available at www.eng.ox.ac.uk.

Teaching

We aim to admit 170-180 undergraduates per year to take a 4-year course leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

Research

Research in the Department is particularly strong. We have approximately 600 research students and about 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £70m.

According to the results of the six-yearly UK-wide assessment of university research, REF2014, published on 18th December 2014, the Department of Engineering Science is the best engineering department in the country. Based on the Grade Point Average (GPA) score adopted to produce the rankings, the Department was ranked first out of the 62 General Engineering Departments, ahead of Cambridge, Imperial College and UCL. The impact of the Department's research was also rated as number one in engineering in the UK.

Research activities fall into 8 broad headings, though there is much overlapping in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical Engineering.

For more information please visit: <http://www.eng.ox.ac.uk/>

The Department of Engineering Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You must upload a CV and a supporting statement. The supporting statement should explain how you meet 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).

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

References

Please give the details of people who can provide a reference for you. If you have previously been employed, your referees should be people who have managed you, and at least one of them should be your formal line manager in your most recent or current job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.