



Job Description and Selection Criteria

Job title	Research Assistant
Division	Humanities
Department	Faculty of Linguistics, Philology, and Phonetics
Grade and salary	Research Grade 6 £34,982 - £40,855 per annum
Contract Type	Fixed Term for 8 months (0.47 FTE)
Location	Centre for Linguistics and Philology Walton Street, Oxford, OX1 2HG
Vacancy Reference	178523

Overview of the role

The Language and Brain Laboratory seeks to employ a Research Assistant to work on two neurolinguistic projects: (i.) The project "Bilingual word production" will use EEG to measure brain activity during the production planning process of complex words in highly proficient English language learners whose first language is German. Part of this project is to design pronunciation and word formation materials that are grounded in linguistic theory and neurolinguistic findings. (ii.) The second project is on "Eliciting language-specific signatures for expertise in the human brain". This project will use behavioural techniques combined with EEG to examine how pilots employ contextual cues in sentences to process language in the field of aviation. Part of this project is to analyse response data (reaction times and accuracy rates) alongside ERPs.

This is a part-time 0.47 FTE, fixed-term post, over up to 8 months (paid at Grade 6.1). The post is funded by two John Fell OUP Fund grants awarded to Dr Isabella Fritz (project i.) and Dr Hilary Wynne (project ii.).

The Research Assistant will be responsible for participant recruitment, running the studies, processing and statistical analyses of the data (behavioural and EEG) and assisting with the write-up of the methods and results section. After initial training, the RA is expected to run the EEG studies and process the collected data independently. For project (i.), the RA will also help with the organisation of an English teacher workshop and the preparation of teaching materials.

Responsibilities/duties

- Manage own research and administrative activities, within guidelines provided by senior colleagues
- Contribute to wider project planning, including ideas for new research projects
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted
- Contribute to the design of research materials and make arrangements for data gathering
- Gather, analyse, and present qualitative and/or quantitative data from a variety of sources
- Contribute to research publications, book chapters and reviews
- Responsible for the day-to-day administration of the research project
- Represent the research group at external meetings/seminars, either with other members of the group or alone
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

Selection criteria

Essential

The successful applicant will have:

- a postgraduate degree in Linguistics or Psychology;
- some background in Psycholinguistics and/or Neurolinguistics;
- an interest in neurolinguistic studies using EEG;
- a background in statistical analyses
- both self-motivation and the ability to work collaboratively as part of a team

Desirable

- Knowledge of German
- An interest in foreign language teaching
- Experience in running and analysing psycholinguistic/neurolinguistic experiments
- Experience with EEG

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 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 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.

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.

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 of Oxford

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>