



JOB DESCRIPTION

Job Title:	Postdoctoral Research Assistant
Department / Unit:	Mathematics
Job type	Professional Services
Grade:	RHUL 7
Accountable to:	Professor Ruediger Schack
Accountable for:	N/A
Purpose of the Post	
To be an active member of the department in delivering the research project "What is Metrology if Quantum Measurements Participate in Creating Reality?" so that the overall research objectives of the project are met. The role holder will be expected to produce independent, original contributions to the subject area.	
Key Tasks	
<ul style="list-style-type: none"> • Develop and plan an area of personal research and expertise, and/or undertake research under supervision within a specific research project or as a member of a research team. • Carry out analyses, critical evaluations, and interpretations using methodologies and other techniques appropriate to area of research. • Present regular progress reports on research to members of the research group or to external audiences to disseminate and publicise research findings. • Prepare, often in consultation with supervisor, material for publication in national and international journals and presentations at international conferences. • Prepare and present findings of research activity to colleagues for review purposes. • Carry out routine administrative tasks associated with the research project/s to ensure that project/s are completed on time and within budget. These might include organisation of project meetings and documentation, financial control, risk assessment of research activities. • Read academic papers, journals and textbooks to keep abreast of developments in own specialism. • Plan for specific aspects of research programmes including the use of research resources, laboratories and workshops where appropriate. • Plan own day-to-day activity within framework of the agreed research programme to allow for deadlines for journal publications to be met. To plan and prepare presentations and papers for conferences in consultation with PI and other colleagues as appropriate. • Liaise on a regular basis with colleagues and students and build contacts and 	

participate in internal networks for the exchange of information and to form relationships for future collaboration. To contribute to RHUL's public engagement

- programme by establishing links with local community groups, industries etc. Join external networks to share information and ideas.

Other Duties

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

The post holder will actively follow RHUL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support RHUL's Sustainability policies and objectives within the remit of their role.

The successful candidate will need to meet RHUL's expectations of core behaviours.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

Students

Other members of staff within the school/department and University

Academics in other institutions and, where relevant, industrial or professional contacts.

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

Job Title: Postdoctoral Research Assistant

	Essential	Desirable
<p>Knowledge, Education, Qualifications and Training</p> <p>PhD in relevant subject area</p> <p>Proven knowledge of research techniques and methodologies</p> <p>Demonstrable comprehensive knowledge of the subject area</p>	<p>X</p> <p>X</p> <p>X</p>	
<p>Skills and/or Abilities</p> <p>Ability to teach/demonstrate research methods and techniques.</p> <p>Excellent communication skills.</p> <p>Proven ability to analyse and write up findings</p> <p>Ability to present complex information effectively to a range of audiences</p> <p>Use of webpage software to create engaging copy and images</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<p>Experience</p> <p>Evidence of a publication record in good quality publications</p> <p>Evidence of contributing to research bids</p>	<p>X</p>	<p>X</p>