



## **UNIVERSITY OF OXFORD**

### **Mathematical, Physical and Life Sciences Division Department of Mathematics**

#### **DEPUTY RESEARCH FACILITATOR**

Applications are invited for the post of Deputy Research Facilitator within the Department of Mathematics. The salary will be on the scale 7 for academic-related staff, with starting salary in the range £27,466-£33,780.

#### **Background**

The Mathematical Institute is a large and internationally leading department within the University of Oxford. It is described in detail below. It has some 55 permanent academic staff, 30 postdoctoral researchers, 140 research students, 30 support staff and a busy visitors' programme. There are 1000 undergraduates reading Mathematics and its joint schools. The Department is responsible for an annual budget of approximately £6m funded from general University funds (mainly HEFCE) and external research grants.

Research at the Mathematical Institute is carried out in 14 Research Groups. In pure mathematics, these are: Algebra, Functional Analysis, Geometry, Logic, Number Theory, Topology and Stochastic Analysis. In applied mathematics, these are Numerical Analysis, Discrete Applied Mathematics, the Centre for Mathematical Biology, Mathematical and Computational Finance, Mathematical Physics, the Oxford Centre for Industrial and Applied Mathematics, and the Oxford Centre for Nonlinear PDE. The Mathematical Institute appointed its first Research Facilitator in October 2001, with a remit to increase the volume of grant applications and reduce the administrative burden on academic staff associated with the initiation and continuation of research. The number of applications has doubled during the 5-year period to September 2007, and this trend is set to continue due to the appointment of a significant number of new academics. Recent major successful grants include an EPSRC £1.2M Critical Mass Grant "New Frontiers in the Mathematics of Solids", an EPSRC £3.3M Science and Innovation award "Analysis of Nonlinear Partial Differential Equations", and a KAUST GRP-funded \$25M "Oxford Centre for Collaborative Applied Mathematics".

The Deputy Research Facilitator will form part of the Research Facilitation Team, supporting the research activities of the Mathematical Institute. The Research Facilitation Team currently comprises the Research Facilitator, an Apprentice, and a PA/Administrative Assistant.

The postholder will report directly to the Research Facilitator (currently Dr Christopher Joyce).

## **Main responsibilities of the post**

- a) To promote research within the department by
- identifying and promoting existing research capabilities within the department
  - overseeing and maintaining funding web pages
  - giving strategic advice to the Department's Research Committee
  - producing management reports on grant-related activities
- b) To develop research funding opportunities by
- acquiring thorough familiarity with potential sources (Research Councils, government agencies, EU and other overseas bodies, corporate sector) and publicizing opportunities
  - seeking out funding from all relevant sources including research councils, industry, EU, charities and others yet to be identified
  - matching funding opportunities to expertise available in the Department
  - supporting and advising applicants in the preparation of research applications from costing (in line with funding body regulations) and document completion through submission to ensure funding applications have the highest possible chance of success
  - ensuring all administrative requirements are met at proposal submission stage
- c) other duties
- undertaking research in the mathematical sciences for up to 50% time.

## **Personal Profile**

This person needs to show the following attributes and skills:

- Personal experience of independent research in mathematics or quantitative science and of its funding
- Knowledge of the key funding bodies for mathematics
- Excellent organisation and team working skills, working cooperatively with peers and senior colleagues, and an ability to prioritise and efficiently manage time
- Excellent written and communication skills
- Experience of administration, preferably in Higher Education
- Ability to manage a wide range of unconnected projects simultaneously
- Ability to work effectively under pressure and meet deadlines

## **Application Procedure**

Applications, including a letter of application setting out how applicants meet the selection criteria (see further particulars), supported by a curriculum vitae, a 2-page research plan, and the names and addresses of two referees (at least one of the referees should be someone who can write about the applicant's research) should be sent to The Administrative Assistant (Vacancies), Mathematical Institute, 24-29 St Giles, Oxford, OX1 3LB by 15 August 2008 (email applications to [vacancies@maths.ox.ac.uk](mailto:vacancies@maths.ox.ac.uk) are acceptable). ***Applicants must arrange for their referees to send references direct to the Administrative Assistant by the same date (fax or email is sufficient).*** Interviews for this position will take place in the week beginning 25th August 2008. Please quote reference BK/08/043.

## Terms and Conditions

<i>Salary:</i>	Scale 7 for academic-related staff, £27,466-£33,780.
<i>Hours:</i>	Hours of work are such as are reasonably required to carry out the duties to the satisfaction of the Head of Department. Academic-related staff are not eligible for overtime.
<i>Contract:</i>	Permanent
<i>Holidays:</i>	38 days per annum including public holidays and fixed days of closure
<i>Pension Scheme:</i>	Membership of USS (Universities Superannuation Scheme)
<i>Maternity Leave:</i>	University Maternity Leave Scheme (details available upon request)
<i>Childcare:</i>	Details available upon request

Your appointment will be subject to:

- the satisfactory completion of a 6 month probationary period, during which the notice period will be one month on either side. Once the appointment has been confirmed, the notice period will be three months either side.
- the return of a completed medical questionnaire, and if necessary, confirmation from the University's Occupational Health Service that you are medically fit for the post concerned (allowing for any reasonable adjustments that may be required)
- the provision of original documentation to establish your right to work and remain in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)

*and*

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>

The age of retirement from University appointments is 65, but members of staff may retire at their own request at any time after their 60<sup>th</sup> birthday. The post is pensionable and the postholder eligible for membership of the Universities Superannuation Scheme. Subject to the Statement of Pensions Policy which will be issued to the successful candidate, the appointee will be deemed to be in membership of the above pension scheme until such time as he or she gives notice in writing to exercise the right not to be a member of the scheme.

## FURTHER DETAILS

### *THE DEPARTMENT*

The University of Oxford employs over 8000 academic, research and support staff across a wide range of academic disciplines. Its mission is to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its historical position as a world-class university, and enriching the international, national, and regional communities through the fruits of its research and the skills of its graduates.

The academic administration of the University is conducted through four divisions (Humanities; Social Sciences; Mathematical, Physical and Life Sciences; and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, the Computing Laboratory, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, the Mathematical Institute, the Department of Physics, the Department of Plant Sciences, the Department of Statistics and the Department of Zoology. The division provides a framework for interdisciplinary teaching and research. There are also links with the Life and Environmental Sciences Division and with the Medical Sciences Division.

There are twelve chairs in mathematics:

Sedleian Professorship of Natural Philosophy (Sir John Ball, FRS)  
Whitehead Professorship (Martin Bridson)  
Rouse Ball Professorship (Philip Candelas)  
Professorship of Mathematics and its Applications (Jon Chapman)  
Professorship of Pure Mathematics (Roger Heath-Brown, FRS)  
Savilian Professorship of Geometry (Nigel Hitchin, FRS)  
Wallis Professorship of Mathematics (Terry Lyons, FRS)  
Professorship of Mathematical Biology (Philip Maini)  
Waynflete Professorship of Pure Mathematics (Raphael Rouquier)  
Professorship of Numerical Analysis (Nick Trefethen, FRS, currently in the Computing Laboratory)  
Professorship of Mathematical Finance (Xunyu Zhou)  
Professorship of Mathematical Logic (Boris Zilber)

Other holders of the title of professor include Charles Batty, Piotr Chrusciel, Marcus du Sautoy, Artur Ekert, Alison Etheridge, Victor Flynn, Mike Giles, Richard Haydon, Sam Howison, Dominic Joyce, Bernd Kirchheim, Dmitry Kramkov, Frances Kirwan, FRS, Marc Lackenby, Lionel Mason, Barbrara Niethammer, Hilary Priestley, Alex Scott, Dan Segal, Gregory Seregin, Ulrike Tillmann, Paul Tod, Michael Vaughan-Lee, John Wilson, Tom Witelski and Nick Woodhouse. Graeme Segal, FRS works in Oxford as a Fellow of All Souls College. Research takes place in all central areas of mathematics. The Department attracts research funding from a wide range of sources; recent successes have included a substantial critical mass grant from EPSRC to fund research in solid mechanics, a substantial Science and Innovation Grant to support the Oxford Centre for Nonlinear PDE, and funding from the MAN Group to support the Oxford-Man Institute of Quantitative Finance. Core groups have also been actively involved in securing a number of multi-million pound grants in collaboration with other departments. A Research Facilitator and deputy are employed to assist in the preparation of applications for funding.

The Institute acts as the focus of activity in pure and applied mathematics. Its facilities, such as the Whitehead Library (for research in Mathematics) and the computer network, are available for all members of the faculty. Most lectures and research seminars in Mathematics take place in the Institute, though some first-year and second-year lectures are held nearby in

the lecture theatre of the University Museum. The Mathematical Institute is scheduled to move into newly built accommodation on the University's recently acquired Radcliffe Observatory Quarter in 2010/11. This move will enable the whole Department to be housed in one place: at the same time, the Numerical Analysis Group, led by Professor Nick Trefethen, FRS, will move from the Computing Laboratory to the new Mathematical Institute.

Over the last few years several younger members of the Institute have received special recognition for their work. Dominic Joyce, Martin Bridson, Marc Lackenby, Jon Chapman, Ulrike Tillmann, Marcus du Sautoy, Bernd Kirchheim, Nikolay Nikolov and Oliver Riordan have all been awarded LMS prizes in recent years. Senior prizes have been awarded to Terry Lyons, FRS (LMS Polya Prize 2000), Nigel Hitchin, FRS (LMS Polya Prize 2002), Peter Neumann, OBE (LMS Senior Whitehead Prize 2003), Sir John Ball, FRS (LMS/IMA Crighton Medal 2003), Boris Zilber (LMS Senior Berwick Prize 2004), Marc Lackenby and Pierre Tarres (Leverhulme Prizes 2006) and John Ockendon (IMA Gold Medal 2006); Sir Roger Penrose, OM, FRS (LMS De Morgan Medal 2004), Bryan Birch, FRS (LMS De Morgan Medal 2007). Sir Michael Atiyah, OM, FRS, formerly a member of the Department, was awarded the 2004 Abel Prize (jointly with I.M. Singer) for work carried out in Oxford. Nigel Hitchin, Sir John Ball and Francis Kirwan are recent past Presidents of the London Mathematical Society and Sir John Ball has recently finished his term as President of the International Mathematical Union.

### ***EQUAL OPPORTUNITIES AT THE UNIVERSITY OF OXFORD***

As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities code of practice, which helps us make sure that men and women, people of different races, and those with disabilities are all treated fairly.

### ***POLICY STATEMENT***

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, or disability.

If you have any questions about equal opportunities at the University of Oxford, please visit our web-site at [www.admin.ox.ac.uk/eop](http://www.admin.ox.ac.uk/eop).

### ***DATA PROTECTION***

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.