Job Description

Post title: RF Design Engineer - KTP Associate
Grade: KTP Grade
School/Department: School of Physics, Engineering and Computer Science
Responsible to: KTP Academic Supervisor
Responsible for: N/A

MAIN PURPOSE OF THE JOB
To undertake research and development to support a specific project as agreed with the partner company.

RESPONSIBILITIES AND DUTIES

- To support the research team in achieving the project milestones.
- Undertake research and development in industry to develop a new product or service.
- To attend and lead project meetings as required.
- To handle data collection and analysis as required.
- To contribute to the design and organisation of the research project.
- To contribute to academic peer reviewed papers and presentations.
- To assist with collating and writing the final project reports and working papers.
- To assist with the dissemination of results and outputs.
- To take an active part in the academic life of the school through participation in seminars and other events.
- Work collaboratively with the University of Hertfordshire and the partner company.
- Develop relevant training sessions and materials to embed the new knowledge and capabilities within the company.

SUPERVISION RECEIVED
Line management supervision is given by the KTP Academic Supervisor; a designated company supervisor will provide direction of commercial activities.

SUPERVISION GIVEN
N/A

RESPONSIBILITY FOR BUDGETS
N/A

RELATIONSHIPS/CONTACTS

Internal: Academic and professional staff across the University and host company at all levels.

External: Staff of appropriate professional, governmental and educational institutions. Partners in EU project consortia as appropriate. Private people and businesses where appropriate, visitors, prospective students, and their parents.

REPORTING AND MANAGEMENT
The postholder will be employed by the University of Hertfordshire on a 32 month contract and will carry out duties at Phase2 Microwave Limited, Unit 1A Boulton Road, Pin Green Industrial Estate, Stevenage, Hertfordshire, SG1 4QX and the University of Hertfordshire in Hatfield depending on which aspect of the project is being worked on at the time.

The postholder will work with an appointed Company Supervisor at Phase2 Microwave, as well as with other in-house staff who will be participating on a semi-regular schedule. The successful candidate will report to and be managed by their Line Manager at the University with whom they will have regular contact. Expert supervision will be provided by the School of Physics, Engineering and Computer Science.

Project meetings will be held monthly and chaired by the postholder. High level Project Management Committee meetings will be held at no less frequency than every four months where the postholder will provide a formal presentation of progress.

This document outlines the duties required, for the time being, of the post entitled RF Design Engineer - KTP Associate to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the KTP Academic Supervisor may vary duties, from time to time, which do not change the general character of the job, or the level of responsibility entailed.

PERSON SPECIFICATION

Post title: RF Design Engineer – KTP Associate

Method of assessment: AF (Application Form), I (Interview)

QUALIFICATIONS & MEMBERSHIPS

Educated with a minimum of a Degree or equivalent in Electronic and Electrical Engineering or a related discipline	Essential	**AF**
A completed MSc in a related subject	Desirable	**AF**
A PhD or close to completion in a relevant subject	Desirable	**AF**

EXPERIENCE

Experience working as part of a research team in a Higher Education Institution or in industry (e.g. final year project)	Essential	**AF**
Experience of using simulation and design tools such as CST, HFSS and ADS	Essential	**AF**
Practical understanding of RF testing including the use of vector network and spectrum analysers	Essential	**AF**
Experience of prototype validation	Essential	**AF**
Hands-on experience in a workshop environment	Essential	**AF**
Demonstrable research experience in an industrial setting	Desirable	**AF**
Knowledge of business functions through employment or study (e.g. industrial placement)	Desirable	**AF**
Understanding of key project management	Desirable	**AF**
Industrial or research project experience in defence aerospace, radar, satCom or high frequency electronics sectors	Desirable	**AF**

KNOWLEDGE AND ABILITY

Knowledge of appropriate databases for the discipline and ability to conduct literature searches in the discipline using appropriate electronic resources	Essential	**AF**
Ability to plan and manage own activities effectively	Essential	**I**
Ability to deal with sensitive material with strict confidentiality	Essential	**I**
Methodical approach with attention to detail and problem-solving abilities	Essential	**I**
Good written communication skills in English	Essential	**AF**
Excellent interpersonal and presentation skills in English	Essential	**I**
Good time management skills	Essential	**I**
Ability to develop innovative and efficient solutions to defined problems	Essential	**I**
Solid knowledge of RF microwave engineering and electromagnetic theory including wave propagation, impedance matching, RF measurement, electronic circuit principles and high frequency design	Essential	**AF**
Clear understanding of microwave laboratory work, including familiarity with waveguide components, systems, EMC, PCB or mechanical	Desirable	**AF**

BEHAVIOURS AND ATTRIBUTES

Strong work ethic, self-motivated and effective in a team setting	Essential	**I**
Interest in applying technology in different forms	Essential	**I**
Can demonstrate initiative and the ability to learn new skills	Essential	**I**
Flexible and adaptable to workload and team requirements	Essential	**I**

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us. We value:

Friendliness Ensuring we act in a respectful and inclusive manner

Ambition Supporting those determined to achieve

Collaboration	Encouraging working together for positive, shared outcomes
Enterprise	Being impact led and placing enterprise at our core
Student success	Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values of friendliness, ambition, collaboration enterprise and student success. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.