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| Last updated: | 09/08/23 |

**JOB DESCRIPTION**

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| Post title: | **Senior Research Fellow in Bioinformatics** |
| Standard Occupation Code: (UKVI SOC CODE) | 2119 - Natural and social science professionals |
| School/Department: | Cancer Sciences |
| Faculty: | Medicine |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Research pathway |
| Posts responsible to: | Head of School  |
| Posts responsible for: | Junior research staff, visitors, technicians and students |
| Post base: | Office-based |

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| Job purpose |
| To undertake computational biology research in line with the Faculty of Medicine Bioinformatics Research Facility (Bio-R) strategy, through the provision of core bioinformatics support, teaching, line management and enterprise activity. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Providing bioinformatic support for Bio-R activities (e.g. academic grant funded collaborations and consultancy service), including developing projects, conducting research activities, and communicating with and supporting colleagues around relevant process and procedures | 60 % |
|  | Contribute to the training and supervision of postgraduates and staff, through the development of workshops, training programmes and learning content for undergraduate and postgraduate taught programmes. Contribute to the development of a suite of digital tools for the analysis of next generation sequencing data | 10 % |
|  | Contribute to the creation of high-quality and novel figures for academic publications. Aid in the process of securing internal and external funding to support relevant research activities through the generation of preliminary data, project planning and experimental text for grant applications.  | 10 % |
|  | Carry out management and administrative tasks associated with the BIO-R including organisation of project meetings and documentation and preparation of annual reports. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control. | 10 % |
|  | Contribute to the efficient management and administration of the Bio-R by performing personal administrative duties as allocated by the Head of School.  | 10 % |

| Internal and external relationships |
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| Members of the Bio-R Management Committee. Members of the Faculty of Medicine and other Faculties.External collaborators and customers. Faculty leadership including the Associate Deans for Research and Infrastructure.  |

| Special Requirements |
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| To attend national and international meetings and conferences for the purposes of networking and training. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in bioinformatics and/or computational biology. Track record of published research.Significant experience within bioinformatics and/or computational biology, systems biology and/or machine learning.Growing and consistent national reputation in bioinformatics/ computational biology.  | Knowledge of systems biology and/or machine learning (more specific relevant subject area).Experience of systems biology and/or machine learning (more specific relevant processes/subject areas).Involvement in national eventsTeaching at undergraduate and/or postgraduate level in the area of bioinformatics and/or computational biology, systems biology and/or machine learning. | CV / Interview |
| Planning and organising | Proven ability to organise a range of high quality research activities to deadline and quality standards, ensuring plans complement broader research strategy. Proven ability to develop innovative research proposals and attract research funding | Able to build a research team  | CV / Interview |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues.Able to apply originality in modifying existing approaches to solve problems. |  | CV / Interview |
| Management and teamwork | Able to manage, motivate and coordinate research team, delegating effectively. Able to formulate staff development plans, if appropriate.Able to undertake coordinating role in School/Department/University.Able to monitor and manage resources and budgets.Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development. |  | CV / Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.Track record of presenting research results at group meetings and conferences.Able to persuade and influence at all levels in order to foster and maintain relationships. Able to resolve tensions/difficulties as they arise.Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems. |  | CV / Interview |
| Other skills and behaviours | Compliance relevant Health & Safety issues Positive attitude to colleagues and students |  | CV / Interview |
| Special requirements | Able to attend national and international conferences to present research results. |  | CV / Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |