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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| Academic Unit/Service: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Professor of Molecular Immunology and Professor of Imaging and Biomedical Engineering | | |
| Posts responsible for: |  | | |
| Post base: | /Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To undertake research in accordance with the specified research projects under the supervision of the award holder. To develop leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To develop and carry out research work plans and meet timelines, including the development of new approaches/models and use of computational methods as necessary. The research will include flow cytometry, fluorescence microscopy, in vitro cellular assays and mouse model work. | 65 % |
|  | Regularly disseminate findings by assisting with preparation of publication materials for refereed journals, or presenting research results at other appropriate events including internal seminars and national or international conferences. | 5 % |
|  | Contribute to writing of progress reports for grants. | 5 % |
|  | Collaborate/work on research tasks with colleagues in other institutions. | 5 % |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. | 5% |
|  | Supervise the work of junior research staff. | 5 % |
|  | Carry out occasional undergraduate supervision on research projects in laboratory. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Direct responsibility to holder of research award or academic supervisor.  May have additional reporting and liaison responsibilities to external funding bodies or sponsors.  Collaborators/colleagues in other work areas and institutions. |

| Special Requirements |
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| The candidate is expected to be able to develop new skills readily and be proactive in problem solving and work collegially with the group’s members and other stakeholders.  The post-holder will be expected to be available for out of hours work as necessary to perform their job duties.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications in research area related to immunology and/or antibody engineering  Detailed understanding and knowledge of immunology and/or antibody biology, flow cytometry and other in vitro cellular/immunological assays | PhD with experience in antibody engineering with the goal of developing therapeutics  Knowledge of fluorescence microscopy  Experience in working with mice, including disease models | Application, interview and references |
| Planning and organising | Ability to develop research work plans, and carry out high quality research to meet timelines |  | Interview, references |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | Interview, references |
| Management and teamwork | Able to supervise work of junior research staff, delegating effectively  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Interview, references |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to use existing software programs to analyse and generate research results, archive large datasets, compile databases etc.  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes |  | Interview, references |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | Interview, references |
| Special requirements | Able to attend national and international conferences to present research results  Willingness to work outside of regular work hours to achieve goals of projects, including oversight of mouse work as per regulatory guidelines |  | Interview, references |

**JOB HAZARD ANALYSIS**

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

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