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| Last updated: | May 2018 |

**JOB DESCRIPTION**

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| Post title: | Senior Research Fellow | | |
| Academic Unit/Service: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | ERE - Enterprise, Research & Enterprise | Level: | 5 |
| \*ERE category: | Academic Research | | |
| Posts responsible to: | Professor of Molecular Immunology and Director of Translational Immunology and Professor of Imaging and Biomedical Engineering | | |
| Posts responsible for: | Junior staff members and oversight of laboratory members | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| The research operations in the laboratory of the Professor of Molecular Immunology and Director of Translational Immunology, and the Professor of Imaging and Biomedical Engineering, are directed towards the development and use of protein/antibody engineering techniques for the development of antibody-based therapeutics for the treatment of cancer and autoimmunity. The laboratory is highly interdisciplinary, combining the use of protein/antibody engineering, advanced fluorescence microscopy and analyses in mouse disease models. |
| Job purpose |
| To independently develop and manage the development of antibody-based therapeutics in the laboratory. This will include interactions with personnel within and outside the research group to ensure the timely completion of research projects. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Carry out and support ongoing research with experimentation related to the scientific mission of the laboratory, with a focus on fluorescence microscopy, flow cytometry and other cell biological assays. | 50 % |
|  | Role in writing scientific manuscripts, progress reports and other scientific documents. | 10% |
|  | Responsible for training and oversight of laboratory members in laboratory techniques and procedures. | 10% |
|  | Oversight of regulatory, biosafety and compliance issues. | 10 % |
|  | Work with the administrative support to ensure maintenance of supplies for the research project. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 15% |

| Internal and external relationships |
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| Laboratory members  Departmental administrators/managers  Other members of the department/University staff  External collaborators/funders  Relevant suppliers and external contacts |

| Special Requirements |
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| The candidate is expected to be able to work independently, 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. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience with in vitro cellular assays equivalent to Ph.D. level.  Knowledge of fluorescence microscopy, including live cell imaging, in relation to development of therapeutics and diagnostics.  Proven substantial experience of successfully planning and progressing work activities and managing outcomes.  Experience in software related to research and research management.  Proven project and/or people management skills.  Able to apply experience and awareness within specialist field.  Able to appreciate University and Laboratory priorities and to apply these in managing work outcomes. |  | Qualification verification/  Interview/  Application  form |
| Planning and organising | Able to plan and manage major new projects or significant new activities.  Able to multi-task.  Good organisational skills.  Ability to collate information meticulously. |  | Application/  Interview/  Probation |
| Problem solving and initiative | Able to work independently.  Demonstrable ability to solve complex problems.  Ability to apply specialist technical knowledge to identify broad trends and to assess deep-rooted and complex issues.  Able to apply originality in modifying existing approaches to solve problems. |  | Application/  Interview/  Probation |
| Management and teamwork | Able to manage team dynamics, ensuring any potential for conflict is managed effectively.  Able to assist with the design of research plans as member of the research team.  Able to provide expert guidance and advice to colleagues to resolve complex problems. |  | Application/  Interview/  Probation |
| Communicating and influencing | Ability to write with clarity and be able to communicate effectively with colleagues.  Able to present new and complex information effectively, both verbally and in writing.  Able to resolve tensions and difficulties as they arise. |  | Application/  Interview/  Probation |
| Other skills and behaviours | Willingness to work with radionuclides if required for project. |  |  |
| Special requirements | Willingness to undertake Health and Safety training specific to role.  Willing to undertake further training and professional development as needed.  The post-holder will be expected to be available for out of hours work (including weekends, university closure periods, etc.) as necessary to perform their job duties. For example, to fit in with experimental publication and funder deadlines. |  | Application/  Interview/  Probation |

**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 | n/a | n/a |
| Extremes of temperature (eg: fridge/ furnace) | n/a | n/a | Na/ |
| ## Potential for exposure to body fluids | √ |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | n/a | n/a | n/a |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  | √ |  |
| Frequent hand washing | √ |  |  |
| Ionising radiation | √ |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | n/a | n/a | n/a |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | n/a | n/a | n/a |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | n/a | n/a | n/a |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | n/a | n/a | n/a |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | n/a | n/a | n/a |
| Repetitive crouching/kneeling/stooping | n/a | n/a | n/a |
| Repetitive pulling/pushing | n/a | n/a | n/a |
| Repetitive lifting | n/a | n/a | n/a |
| 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 | n/a | n/a | n/a |
| Lone working | √ |  |  |
| ## Shift work/night work/on call duties | n/a | n/a | n/a |