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Job Description

Post title: **Research Fellow in Reproductive Medicine**

Date last updated/evaluated: January 2025

Author: Rohan Lewis

Standard Occupation Code: 2119

School / Department: Human Development and Health

Faculty / Directorate: Faculty of Medicine

Job Family: Education, Research and Enterprise (ERE)

Grade: Level 4

ERE Pathway (if applicable): Research

Post reporting to: Prof Rohan Lewis/Prof Ying Cheong

Post line report(s): N/A

Post base location: Other **:** Laboratory – Southampton General Hospital

Job purpose:

About the Project

The University of Southampton is seeking a highly motivated Research Fellow to join the REPAIR study, funded by Wellcome Leap as part of the Missed Vital Sign programme (link). This ambitious multidisciplinary project explores innovative approaches to diagnosing heavy menstrual bleeding, integrating laboratory science with clinical translation to improve outcomes in women’s health.

The Research Fellow will work closely with NHS staff and study participants to collect and analyse samples, requiring strong organisational ability, excellent laboratory expertise, and effective communication skills. The role will also involve collaborating with international partners across the Missed Vital Sign programme, including sharing samples and data.

## Key accountabilities and indicative time allocation:

1. **30%**

Work closely with clinicians, research nurses, and study participants to ensure smooth integration of laboratory and clinical research.

1. **30%**

Undertake high-quality laboratory research to develop diagnostic methods for heavy menstrual bleeding including preparation and storage of samples, running assays.

1. **15%**

Support project management, including maintaining accurate records, ensuring compliance with ethical approvals, and liaising with collaborators.

1. **15%**

Collaborate/work on research tasks related to the job purpose with colleagues in the same or other institutions, nationally and internationally.

1. **5%**

Carry out management and administrative tasks necessary to achieve the job purpose, for example risk assessment of research activities, organisation of project meetings and documentation, and implementation of procedures required to ensure accurate and timely formal reporting.

1. **5%**

Any other duties as allocated by the line manager following consultation with the post holder, including but not limited to contributing to the writing of bids for research funding, carrying out occasional under- or postgraduate student supervision or guest lecturing within own area of expertise.

Internal and external relationships:

* Direct responsibility to the line manager.
* Liaison with multidisciplinary stakeholders, including study participants, NHS staff, and collaborators/colleagues at the University of Southampton and in other institutions.

Special requirements:

To attend national and international conferences/meetings for the purposes of engaging with stakeholders and/or disseminating results.

*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 – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* PhD or equivalent professional qualification in biology.
* Laboratory experience.

Desirable

* Experience or interest in reproductive health.
* Experience of developing data analysis plans.
* Experience of research and data access approval processes (governance/ethics).
* Experience running clinical studies.

**Teamwork and Management**

Essential

* Ability to effectively contribute to management and administrative processes.
* Ability to work effectively in a multi-disciplinary team, understanding the strengths and weaknesses of others to help teamwork development.

Desirable

* Ability to supervise work of students or junior research staff.

**Planning, Organisation and Resource Management**

Essential

* Proven ability to work independently and to organise a range of high-quality research activities to deadline and quality standards ensuring plans complement the broader research strategy.
* Good time management and the ability to implement objectives effectively and produce timely reports.

**Problem Solving and Initiative**

Essential

* Ability to develop understanding of complex problems and apply in-depth knowledge to address them.
* Ability to apply originality in modifying existing approaches to solve problems.

Desirable

* Ability to translate a strategic overview into operational plans.
* Ability to develop original techniques/methods

**Communicating and influencing**

Essential

* Good interpersonal skills.
* Confident and articulate in written and oral communication skills, with attention to detail.
* Competence in communicating new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience (including multi-disciplinary stakeholders).
* Ability to present research results at group meetings and conferences.
* Competence in writing up research results for publication in leading peer-reviewed journals.
* Ability to work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes.

Desirable

* Experience working with study participants or clinical staff
* Presentation record at regional and/or national meetings/conferences.

**Other skills and behaviours**

Essential

* General IT literacy skills, particularly Excel.
* General knowledge of research Governance.
* Understanding of relevant Health & Safety issues.
* Positive attitude to colleagues and students.

**Special requirements**

Essential

* To attend national and international conferences/meetings for the purposes of engaging with stakeholders and/or disseminating results.

# Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Occasionally <30% Time

Working with dust or fumes **^** Occasionally <30% Time

Working with skin irritants **^** Occasionally <30% Time

Working with chemicals (industrial or cleaning) **^** Occasionally <30% Time

Working in a confined space **^** Occasionally <30% Time

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Occasionally <30% Time

Exposure Prone Procedure (EPP) work **^** Frequently 30-60% Time

Contact with clinical specimens or pathology work **^**  Frequently 30-60% Time

Direct patient care or patient contact Frequently 30-60% Time

Exposure to temperature extremes Occasionally <30% Time

Frequent hand washing Frequently 30-60% Time

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Occasionally <30% Time

Working with children Not applicable

Exposure to persons with challenging behaviourOccasionally <30% Time

Working with larger groups Occasionally <30% Time

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexConstantly >60% Time

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Constantly >60% Time

Prolonged Standing or Sitting **^** Frequently 30-60% Time

Moving or handling heavy loads **^** Not applicable

Repetitive pulling or pushing **^** Not applicable

Repetitive climbing (steps, stools, ladders, stairs) **^** Not applicable

Repetitive crouching, kneeling or stooping Not applicable

Repetitive lifting Not applicable

Fine motor grips (e.g. pipetting) Frequently 30-60% Time

Repetitive reaching below shoulder height Occasionally <30% Time

Repetitive reaching at shoulder height Not applicable

Repetitive reaching above shoulder height Not applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**Personal Leadership**

 - I take personal responsibility for my own actions and an active approach towards my development.

 - I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.

 - I demonstrate pride, passion and enthusiasm for our University community.

 - I demonstrate respect and build trust with an open and honest approach.

**Working Together**

 - I work collaboratively and build productive relationships across our University and beyond.

 - I actively listen to others and communicate clearly and appropriately with everyone.

 - I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.

 - I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes.

**Developing Others**

 - I help to create an environment that engages and motivates others.

 - I take time to support and enable people to be the best they can be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - I plan and prioritise efficiently and effectively, taking account of people, processes and resources.

 - I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**Driving Sustainability**

 - I consider the impact on people before taking decisions or actions that may affect them.

 - I embrace, enable and embed change effectively.

 - I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.