**Job description and selection criteria**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant – Early stage Viral Vectored Vaccine Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>Jenner Institute, Old Road Campus Research Building, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 6: £28,098 - £33,518 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term (until Dec 2018)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Dr Susan Morris &amp; Prof Sarah Gilbert</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>132972</td>
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<tr>
<td>Additional information</td>
<td>Due to operational reasons we would be looking for someone to start as soon as possible (Feb/March 2018)</td>
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</tbody>
</table>

**The role**

To generate viral (adenoviral and pox virus) vectors for preclinical studies as part of the viral vector development programme led by Professor Sarah Gilbert. You will report to and work alongside a post-doctoral scientist with experience in this area of research. The project will require the generation of adenovirus vectors using a novel rapid process and the performance of a variety of QC tests to ensure vector identity, stability, sterility and yield.

**Responsibilities**

- Participate in the viral vector development programme led by Professor Sarah Gilbert to design and develop viral vectors, under the supervision of a post-doctoral scientist.
- Test a novel rapid adenovirus generation and production process.
- Generate adenoviral and pox virus vectors for pre-clinical studies and to use PCR, qPCR and other molecular biology techniques for QC analysis.
- Perform genetic stability testing on preclinical viral vectors as required.
• Test new cell lines for adenovirus vector production.
• Conduct research work with exemplary levels of accuracy and traceable documentation to ensure suitability for the transition to a GMP environment.
• Write progress and final project reports for investors and collaborators to ensure ongoing funding.
• Analyse and interpret data generated and troubleshoot technical problems.
• Maintain awareness of the relevant literature and apply to the project where relevant.
• To be jointly responsible for the efficient running, cleanliness and tidiness of the laboratory.

Communication

• Communicate with Professor Sarah Gilbert, Dr Susan Morris and other members of the group as required, ensuring that they are kept fully up to date with progress and difficulties in the research project.
• Communicate new technology and methodology brought about by the research work to members of the Viral Vector Core Facility and Clinical Manufacturing Facility.
• Participate in and contribute directly to scientific discussions with other members of the research group and collaborators on Jenner Institute projects.
• Maintain confidentiality regarding research data when interacting with non-collaborating researchers.

Education and training

• Attend appropriate scientific seminars, training opportunities and meetings in the Jenner Institute and University.
• Participate in the education and training of other staff as necessary and appropriate.
• Continuously broaden, deepen and consolidate technical knowledge and skill.
• Maintain accuracy and efficiency to a high standard.

Other General Responsibilities

• Act at all times in the interests of the Institute to ensure good laboratory practice.
• To be accountable for personal professional conduct within the project.
• To undertake such other duties as may be required from time to time that are commensurate with the grade and responsibilities of this post.
• To ensure that work in the laboratory is conducted safely and, in particular, that work is undertaken using appropriate safety procedures and in the dedicated areas.
• To accord due regard to the University Equal Opportunities and Data Protection policies.

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

• Lone Working
• Work with any substance which has any of the following pictograms on their MSDS:
Selection criteria

Essential selection criteria

- First degree (or near completion) in virology, microbiology, molecular biology or a closely related subject
- Experience of aseptic technique, particularly mammalian cell culture
- Experience of molecular biology techniques
- Self-motivated, technically competent, capable of working independently in a laboratory
- Excellent organisational skills
- Good interpersonal skills
- Good documentation and computer skills (Excel and Word)

Desirable selection criteria

- Experience of molecular virology

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching.
We are the largest academic division in the University of Oxford World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

The Jenner Institute

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website http://www.jenner.ac.uk/

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement.
The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename. DO NOT upload certificates or further details of qualifications. All the information relevant to your application must be contained within your CV and supporting statement.

All applications must be received by **midday** on the closing date stated in the online advertisement.

### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

### Important information for candidates

#### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

#### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/endpoint/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/endpoint/retirement/revisedejra/revaim/).
For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.
See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)
If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University’s International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.
See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers’ Club
The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare
The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.
For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adult care services, a ‘speak to an expert’ phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits
Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.
See www.admin.ox.ac.uk/personnel/staffinfo/benefits