Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant - Assay Development and Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Clinical Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>NDM Research Building, Old Road Campus, Headington, Oxford, OX3 7FZ</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 6: £28,098 - £33,518 p.a</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed term until 29th February 2020</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Dr Oleg Fedorov</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>133178</td>
</tr>
<tr>
<td>Project web site</td>
<td><a href="http://www.sgc.ox.ac.uk/">http://www.sgc.ox.ac.uk/</a></td>
</tr>
<tr>
<td>Funding partner</td>
<td>The funds supporting this research project are provided by IMI EU</td>
</tr>
</tbody>
</table>

Introduction

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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to
Nuffield Department of Medicine

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 2015/16 exceeded £537.4m and we rank first in the UK for university spin-outs, with more than 130 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)… fostering your career in science

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.

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: http://www.ndm.ox.ac.uk/home

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equal through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN Silver Award.
The NDM Research Building

Situated on the Old Road Campus this new building represents the latest phase in continued development of the Medical Research Campus. This £22M new building allows development of the Target Discovery Institute and expansion of existing research groups of NDM with research synergies. The building is 5,300 sq m (GIA) laboratory and office space housing some 160 research and support staff.

The NDM Research Building constructed for the Nuffield Department of Medicine includes many academic partners including the Department of Cardiovascular Medicine and BHF Centre of Research Excellence (BHF Centre for Cardiovascular Target Discovery), Department of Radiation Oncology and Biology, Ludwig Cancer Institute, Kennedy Institute of Rheumatology, Structural Genomics Consortium and the Department of Chemistry.

Research facilities provide include high-throughput cell-based screening facility, cell-based assay development program, proteomics facility, medicinal chemistry and chemical biology programs and containment level three laboratories. There is support space for the scientists including a 90 seat seminar room, advanced IT and AV infrastructure and additional meeting rooms and break out spaces.

Structural Genomics Consortium (SGC)

The Structural Genomics Consortium (SGC), a not-for-profit, public-private partnership funds pre-competitive research that contributes to new hypotheses in understanding and treating human disease, and the subsequent identification of new targets for drug discovery. The SGC supports pioneering research at the University of Oxford (UK), University of Toronto (Canada), University of Campinas (Brazil), and University of North Carolina (USA). The reagents and knowledge related to human proteins that the SGC supports are made openly accessible to researchers around the world to accelerate the discovery of new medicines in order to bring potentially life-saving drugs to market faster and at a lower cost.

SGC Oxford, a part of the Nuffield Department of Clinical Medicine, receives funding from public, charitable and private sector organisations such as the European Commission, UK Research Councils, Wellcome Trust, and pharmaceutical companies. Research in SGC Oxford is focused on the production and characterisation of the 3-dimensional structures of soluble and of integral membrane proteins, the discovery of selective chemical probes that can modulate protein function, and the development of target enabling packages that transform genetic hits into starting points for drug discovery. SGC Oxford shares its research outputs through collaborations with researchers worldwide.
Job description

Overview of the role

The screening group within the SGC-Oxford is seeking a Research Assistant to assist in the characterisation of new proteins, development of biochemical (enzymatic) and biophysical assays, and medium-throughput screening of compound libraries.

The SGC and the Oxford University Kennedy Institute departments have been awarded a 5-year European Union grant to build on pioneering structural biology work and developing chemical probes for drug discovery. SGC is also involved in collaboration with nine major pharmaceutical companies like Pfizer, Novartis, Bayer and others. The goal of the collaboration is to produce and characterise selective chemical probes for key enzymes and recognition domains involved in histone regulation of transcription. The probes are being made freely available to the scientific community for epigenetic target validation studies.

Responsibilities/duties

- Working closely with protein expression and purification scientists, assist in the characterization of new proteins, development of biochemical (enzymatic) and biophysical assays, and medium-throughput screening of compound libraries.
- Execute bench level experiments with the expectation that you will in time be able to write protocols and contribute to the design of experimental plans.
- Independently use automated liquid handling equipment for in vitro assays and plate formatting.
- Make detailed experimental observations and communicate critical input on experimental designs and approaches.
- Carefully analyse data and report the results and suggest a plan moving forward.
- Maintain an electronic laboratory notebook according to SGC guidelines and submit data into our electronic database.
- Order supplies, be aware of laboratory inventory, and maintain laboratory equipment and lab cleanliness.
- Knowledge and experience of recombinant protein expression.
- Effective communication on a day-to-day basis, in formal written reports, and in oral presentations is required.
- To participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- To carry out any other relevant duties as may reasonably be associated with the post and which may be required from time to time.
All employees will have to ensure that their work in the laboratory is conducted safely at all times and, in particular, that work is undertaken following the appropriate health and safety policies and procedures for the particular area, without compromise to their own safety or that of others who may be affected.

Selection criteria

**Essential**

- Master degree or equivalent in molecular biology, biochemistry or chemistry
- Previous experience in use of automated liquid handling and/or in vitro assay development.
- Reliable, well organised, showing meticulous attention to detail
- Flexible, with an ability to work independently
- Ability to multi-task and maintain composure in a milestone-oriented project
- Ability to effectively collaborate within a dynamic team environment
- Demonstrate integrity, enthusiasm, motivation, and confidence.
- Experience working in a high throughput environment and assay automation

**Desirable**

- Industrial experience.
- High level of technical expertise, in adaptation of biochemical assays to multi-well format and higher throughput screening (384 well and above).
- Experience in designing, programming and running protocols for drug screening.
- A track record of relevant scientific collaboration with research scientists and colleagues, as evidenced through joint publication or secured grant awards for research projects as a primary applicant / co-applicant.
Nuffield Department of Medicine

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 https://www.ox.ac.uk/about/jobs/research/

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 must explain how you meet each of 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.

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.

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/.

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/end/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 adultcare 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