Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Scientist in Cellular Immunology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>NDM Research Building, 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 7: £31,604 - £38,833 p.a</td>
</tr>
<tr>
<td></td>
<td>An appointment at grade 6: £28,098 - £33,518p.a with appropriate adjustment in the duties, will be considered based on the applicant’s skills and experience.</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term, for 12 months in the first instance</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Dr Dimitra Peppa</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>133182</td>
</tr>
<tr>
<td>Additional information</td>
<td>Funded by the MRC</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 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 equality 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 pages: http://www.ndm.ox.ac.uk/athena-swan.
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 the 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. 3

Research facilities 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.

Job description

Overview of the role

A Research Assistant or Post-Doctoral Research Associate/Scientist (grade to be decided according to relevant skills and experience) is sought to join a dynamic group of basic and clinical scientists all working on integrated aspects of the immunopathogenesis of HIV infection, with a number of leading national and international collaborators. This post is supported by a MRC award to Dr Peppa.

Our main research goal is to delineate the effector function and context dependent effects of NK cells on adaptive immunity in HIV-1 infection in order to inform the development of approaches for improving current cure/eradication strategies.

The principal aim of the work to be carried out by the holder of this post is to investigate the immunoregulatory role of NK cells in HIV-1 infection. We have previously demonstrated the impact of NK cells on antiviral T cell responses during persistent Hepatitis B Virus (HBV) infection. Our data were the first to indicate that during chronic HBV infection NK cells have the capacity to directly regulate the numbers and function of antiviral T cells in a human chronic viral infection (Peppa, JEM 2013). NK cell regulation of antiviral T cells may be particularly pertinent in HIV infection given the importance of ongoing immune activation on functional exhaustion and T cell death and the predilection of NK cells for activated T cells. Elegant immunogenetic studies have also linked certain KIR/HLA combinations with HIV disease outcome and protection against disease acquisition. More recently environmental factors have been shown to imprint the NK cell repertoire and influence their function.
Emphasis will therefore be placed on how genetic and environmental factors, such as HCMV, may further shape NK cell function and any downstream effects on adaptive immunity. The post holder will work closely with Dr Peppa to determine the contribution of KIRs and alternative pathways in mediating NK cell recognition and regulation of antiviral T cells at various stages of HIV infection.

The post holder will be expected to perform high quality research under the direction of the principal investigator, Dr Peppa. We are seeking an enthusiastic, highly motivated individual with expertise in tissue culture and cellular immunology and/or virology techniques and the ability to generate their own research strategies and pursue them with determination, flexibility and creativity.

Responsibilities/duties

- Working collaboratively with other members of the team to conduct laboratory-based research, as outlined above.

- Presentation of data in lab meetings and internal seminars. Preparation of results for publication.

- Aiding in the training and supervision of junior members of staff/students working in the laboratory.

- Maintaining an accurate lab book and filing data in a form accessible to other members of the lab.

- The nature of scientific work, and in particular work with patient samples, means it is sometimes necessary to work outside normal working hours in order to complete an experiment.

- To maintain the effective running of laboratory equipment relevant to the project and to troubleshoot problems where necessary. To contribute, along with the rest of the team, to the processing of blood samples from clinic and to the smooth running of the laboratory.

- To contribute to the maintenance of an accurate and up-to-date liquid nitrogen/freezer storage and database recording for patient and healthy control samples.

- To maintain and update laboratory standard operating procedures and risk assessments.

- To report regularly to the Group Head on scientific activities and any other issues that may influence the optimal running of the project and other projects within the group.
To act at all times in the interests of the group.

To be accountable for personal professional conduct.

To ensure that work in the Department is conducted safely, legally and in accord with the highest standards of data protection.

To give due regard to the University Equal Opportunities, Data Protection and other relevant policies.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Additional Responsibilities/duties for appointment at grade 7

- Contribute considerable input into project and experimental design taking responsibility for constructing and executing a project plan in conjunction with other members of the group or collaborators.

- Presenting data at national and international meetings.

- Maintaining in-depth ongoing knowledge of the relevant scientific literature and advancements in the field.

Hazard-specific / Safety-critical duties [delete if not appropriate] See:
www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

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:

- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with any substance which has any of the following pictograms on their MSDS:

Selection criteria

Please ensure you provide a detailed covering letter explaining why you are interested in this position, and how you meet each of the criteria below, with examples.
Essential

- A BSc and/or an MSc (or equivalent degree) degree in immunology, virology or a related biomedical science
- Experience of prior laboratory-based research work, preferably in a relevant field.
- Expertise in tissue culture and multiparameter flow cytometry
- Experience with cellular immunological assays and/or virological techniques
- Ability to take initiative in solving problems
- Evidence of efficient working and keeping well organised stocks of reagents and high quality records of data
- Demonstrated ability to organise work time efficiently and deliver results to required standard and schedule
- Demonstrated ability to work successfully with individuals from different disciplines, with excellent communication, presentation and interpersonal skills, and a flexible and proactive attitude
- Keen interest in biomedical science/medicine
- Willingness to work with pathogens at containment level 3

For appointment at grade 7 the candidate should also have

- PhD degree in immunology, virology or a related biomedical science
- Past examples of proposing, initiating and leading of research projects
- Proven track record of publishing papers in peer reviewed journals
- Excellent communication skills, including the ability to write for publication, present research proposals and results at internal, external and international scientific meetings.

Desirable

- Expertise in the handling of viruses/infected cells at containment level 3
- Good knowledge of NK cell biology
- Familiarity with laboratory health and safety regulations (eg COSHH, GMO regulations etc)
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/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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/](http://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/](http://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](http://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/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adulthood 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](http://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