Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant in Mass Spectrometry (HIDI)</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM), Jenner Institute</td>
</tr>
<tr>
<td>Location</td>
<td>Target Discovery Institute (TDI), NDM Research Building, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 6: 28,098 - £33,518 per annum</td>
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<tr>
<td>Hours</td>
<td>Part time (19 hours per week / 50% FTE)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for 2 years in the first instance</td>
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<tr>
<td>Reporting to</td>
<td>Dr Nicola Ternette, Principal Investigator</td>
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<tr>
<td>Vacancy reference</td>
<td>134140</td>
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<tr>
<td>Additional information</td>
<td>This post is offered on a part-time basis for 2 years in the first instance. There is the possibility of extension, dependent on further external funding to support the HIDI.</td>
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</table>

The role

With the support of the NIHR Oxford BRC, the University of Oxford Immunology Network has driven the development of a Human Immune Discovery Initiative (HIDI), an initiative that aims to improve accessibility to immunological assays and expertise for all researchers across the University (and beyond). HIDI will act as a gateway to immunological resources by sponsoring 4 Discovery Platforms within the Medical Sciences Division. These Platforms are led by experienced researchers and include:

- Deep immune phenotyping
- Immune pathology
- Genomics and metagenomics
- Proteomics

Projects that flow through these platforms will vary in the number and type of assays utilised and the scientific background, including but not limited to oncology, infection, neuroscience, metabolism, and others. Regular HIDI team meetings will ensure that the portfolio of projects
is discussed and that the requirements of individual projects are defined and have the appropriate support.

You will be an integral member of the Peptidomics Platform. You will get involved in sample preparation for mass spectrometric analyses that comprises immuno-purification of proteins, enzymatic digestion of proteins and peptide purification techniques. Further responsibilities will comprise the maintenance of cell lines and purification of antibodies from hybridoma cell line cultures.

**Responsibilities/duties**

- Participation in the day-to-day operation of one of the mass spectrometers in the TDI Mass Spectrometry Laboratory
- Mammalian Cell Culture
- Purification of antibodies from hybridoma cell lines and quality control
- Preparation of MS samples from a variety of sample types including sample pre-fractionation and proteolytic digestion
- Immunopurification of endogenous peptides from a variety of different samples (i.e. patient tissue biopsies, animal specimens, and cell culture)
- Sample analysis and fractionation using HPLC techniques
- Standard laboratory quality control in order to produce reliable and precise data to support scientific investigations
- Accurate performance of laboratory tasks and sample processing with high precision
- Record keeping of all laboratory activities

**Education and Training**

- Attendance of appropriate scientific seminars, training opportunities and meetings within the research team, HIDI, The Jenner Institute and the University.
- Participation in the education and training of other staff as necessary and appropriate.

**General Responsibilities**

- Ensuring good laboratory practice and acting within the interest of the department
- Accountability for personal professional conduct within the project.
- Ensuring safety for all work carried out in the laboratory and applying appropriate safety procedures in the dedicated areas for that work.
- Agreement to the University Equal Opportunities and Data Protection policies.
- Participation in and Support of 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.

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.
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:

- Work in hot or cold environments
- Working with blood, human products and human tissues
- Work with any substance which has any of the following pictograms on their MSDS:

See: www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

Selection criteria

Essential selection criteria

- A degree in biology, chemistry, biochemistry or analytical chemistry or equivalent technical education
- A responsible nature with a methodical and careful approach to working in the laboratory independently
- The ability to communicate results clearly and effectively and to discuss scientific ideas within the work environment
- An active interest in supporting scientific research
- The ability to work on several projects in parallel and meet deadlines
- Excellent record keeping and precision driven work approach
- The ability to work in a team towards shared goals

Desirable selection criteria

- Experience in maintaining mammalian cell culture
- Experience with immunoprecipitation-based protocols
- Experience in basic MS sample preparation and analysis
- Basic knowledge of operating an HPLC and mass spectrometer (LC-MS)

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 2014/15 exceeded £522.9m 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)

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.

...fostering your career in science

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: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/
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 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.

Please upload all documents as PDF files with your name and the document type in the filename. (Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG REC01 Creating a Vacancy (Recruitment and Personnel) for guidance on selecting the appropriate application form).

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](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 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](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/](http://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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)