Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant in Mass Spectrometry/Facility Support (Maternity Cover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Science Division</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine</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 £28,660 - £34,189 p. a.</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term Maternity Cover for up to one year</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Dr Roman Fischer &amp; Prof Benedikt Kessler</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>139401</td>
</tr>
</tbody>
</table>

| Research topic                           | Proteomics and biological mass spectrometry                              |
| Principal Investigator / supervisor      | Roman Fischer and Benedikt Kessler                                       |
| Project team                             | Discovery Proteomics Facility                                             |
| Project web site                         | https://www.tdi.ox.ac.uk/proteomics                                      |
| Funding partner                          | The funds supporting this research project are provided by internal funding (general ledger) |

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
Nuffield Department of Medicine

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 2016/17 exceeded £564m 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 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 the Target Discovery Institute (TDI) with many academic partners such as 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.

TDI research facilities include high-throughput cell-based screening facility, cell-based assay development program, proteomics laboratory, 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

The combination of Ultra Performance Liquid Chromatography with state-of-the-art mass spectrometry (LC-MS/MS) has driven protein research in the past decade. The TDI mass spectrometry laboratory is one of the leading laboratories for proteomic research in the UK and Europe. We collaborate with researchers in multiple disciplines in Europe and the UK, covering basic, clinical and applied research.

We seek a highly motivated individual for the combined role of Research Assistant in the Mass Spectrometry Laboratory of the Target Discovery Institute in Oxford (Old Road Campus). This role is a combined role comprised of both administrative and laboratory duties. The successful candidate will be involved in generating facility work quotes, as well as invoicing and tracking of project status, ordering consumables and general lab administration. In addition the candidate will also be involved with preparing samples for mass spectrometry analyses and operating MS instrumentation for the laboratory based aspect of the position. Consequently, some experience in both administration and laboratory work are essential.
Nuffield Department of Medicine

You must have a proactive and adaptable approach to work and willingness to tackle a variety of tasks and projects in parallel. Excellent record keeping and careful methodological work skills are essential as well as a very organized and structured work ethic.

This post is to cover the absence of the substantive postholder who is taking a period of maternity, adoption or shared parental leave. The post is available for up to 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities/duties

- Generation of work quotes for facility mass spectrometry analysis
- Responsible for submitting and tracking purchase orders and invoices for the research and facility groups
- Tracking project status and incoming funds for a multitude of projects and collaborators
- Supervise laboratory stocks and ordering consumables
- General laboratory administration that includes interfacing with the finance and building facilities teams within the TDI and NDMRB
- Participation in the day-to-day operation of one of the mass spectrometers in the TDI Mass Spectrometry Laboratory
- Preparation of MS samples from a variety of sample types including sample pre-fractionation and proteolytic digestion
- Preparation of very different samples (i.e. patient tissue biopsies, cell cultures)
- 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, in the Mass Spectrometry Laboratory 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.
Nuffield Department of Medicine

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:

Lone working
Working at heights
Manual handling
Working with blood, human products and human tissues
Work with any substance which has any of the following pictograms on their MSDS

Selection criteria

Essential
- Qualification (Master's Degree) in biology, chemistry, biochemistry or analytical chemistry
- An active interest in providing both administrative and laboratory support to a busy Proteomics facility
- Experience of carrying out administrative processes to a high standard
- Strong communication skills, with the ability to establish good working relationships
- Ability to prioritise competing demands, manage time effectively and deal with a wide range of tasks that demand sound judgement on their prioritisation
- Experience of working in a wet laboratory
- 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 both within the work environment
- An active interest in undertaking and supporting scientific research
- Excellent record keeping and precision driven work approach
- The ability to work in a team

Desirable
- Experience in sample preparation for mass spectrometry
- Basic knowledge of operating a HPLC and mass spectrometer (LC-MS)

How to apply
**Nuffield Department of Medicine**

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/](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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about_the_university/jobs/support/](http://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:
Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

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

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. 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

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University’s Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.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 service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff

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

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.