

Job title	Laboratory Technician in DIL
Division	Medical Sciences
Department	Wellcome Centre for Human Genetics
Location	Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary	Grade 5: £25,482 - £30,395 with a discretionary range to £33,199 per annum
Hours	Full time
Contract type	Fixed-term until 30 September 2020, in the first instance
Reporting to	Professor John Todd
Vacancy reference	141744
Additional information	Funded by JDRF

The role

An experienced member of the team providing technical and administrative support to ensure the smooth running of the laboratories, to support specific research projects and the Sample Processing Team.

Reporting to Professors John Todd and Linda Wicker and working closely with senior postdoctoral fellows in the laboratory, you will be a member of JDRF/Wellcome Trust Diabetes and Inflammation Laboratory (DIL). Responsibilities will include processing, and assisting in the analysis, of blood samples and provision of research support in genetic/genomic analyses of regions of the genome altering risk of autoimmune diabetes.

The DIL aims to treat and prevent the causes of the common autoimmune disease, type 1 diabetes (T1D), in which 50% of cases are diagnosed under age 18 years and consequently run the highest risk of serious complications. This unmet clinical need requires an understanding of the underlying mechanisms of disease.

Our interdisciplinary research programme – from disease gene discovery to translational clinical studies – involves national and international collaborations and funding agencies. The DIL is a vibrant, enthusiastic, innovative and strategic enterprise in an internationally-leading position to make a real difference, not only to diabetes families in the future, but also to contributing

significantly to basic knowledge of the disease process, and to develop and apply research methods and experimental medicine approaches. We have a fantastic track record of success and a reputation for a can-do attitude to tackling challenging research goals. At the heart of the DIL is a deep commitment to training and career development of laboratory, computer and statistical scientists.

Responsibilities

DNA, serum/plasma, blood-PBMC handling: As a part of Sample Processing Team (SPT) you will be responsible for sharing the management of our samples, their collection, storage, usage and distribution (to and from collaborators).

You will:

- a) Ensure that each sample set complies with ethical approvals and that all samples are kept in such a way to maintain their long-term integrity and compliant with the HTA.
- b) Co-ordinate the receipt and processing of new samples (ranging from 10's to 1000's in any one batch) with respect to:
 - I. Re-coding samples
 - II. Quantification
 - III. Storage
 - IV. Preparation for genotyping and phenotyping.
- c) Apply extraction protocols for human DNA, including preparation of samples from different sources (e.g. blood, mouth-swabs, filter papers).
- d) Optimise sample-handling procedures for high-throughput work (e.g 96 and 384-well formats).

Genotyping and phenotyping:

Assist with the Laboratory sample genotyping and phenotyping pipeline for:

- I. The set-up of genotyping reactions and phenotyping assays (such as ELISA)
- II. Optimising the genotyping and phenotyping methods with respect to the type, quantity and quality of samples available
- III. Curating the results ready for analysis in collaboration with the Senior Data Analyst and others in the lab.

General Laboratory: You will share responsibility for overseeing the day-to-day running of the laboratory with other laboratory staff members. This will include:

- a) Working with other laboratory members to ensure that work in the laboratory is conducted safely using appropriate safety procedures in the dedicated areas for group practices and protocols.
- b) The day-to-day housekeeping of the laboratory and ensuring resources are sufficient for group requirements.
- c) An understanding of the various studies and clinical trials run by the group to best plan and organise tasks to meet experimental requirements and to efficiently utilise your time and laboratory resources.

- d) Updating group protocols where necessary to meet new practices and methodologies.

Collaborators and institutes requesting data and samples: You will share responsibility with other laboratory staff members for interacting with consortial partners and collaborators, and with institutes requesting samples and data, with respect to the shipment and storage DNA samples. This will include:

- a) Provide advice, training and support for researchers from other institutions.
- b) Administrative responsibility for incoming samples with respect to correct logging of sample batch information, individual sample information and recording of new samples.
- c) Ensuring all samples pass through quality controls procedures and are securely stored in sample repository.
- d) Provide feedback to partners on the QC of their samples and to work with the group's Statisticians and Senior Data Analyst to identify and link clinical data to samples.
- e) Being the first point-of-contact for all issues surrounding sample manifests, shipment, storage and use.

Other:

- e) Contribute fully via meetings, reports, and discussions to the aims and objectives of the DIL's scientific efforts
- f) Maintain confidentiality regarding research data when interacting with non-collaborating researchers
- g) Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety, COSHH sheets and other regulations relevant to the post.
- h) Ensure the smooth day-to-day running of the laboratory, e.g. by ensuring equipment is functioning and monitoring and ordering stock as necessary.
- i) Participate in and support public engagement activities on behalf of the Centre, working with the Centre's Public Engagement and Communications Officer if required to do so. This is anticipated to be not more than 2 days per year.
- j) Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Educated to at least A-level or equivalent qualification in science
- Experience of working laboratory environment
- Experience working with hazardous chemicals
- Ability to troubleshoot problems with experiments and arrive at an appropriate solution

- Strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
- Ability to write up experimental results
- IT skills including a knowledge of Word, Excel (i.e. data basing) and Powerpoint programs
- Ability to organise own work load and take initiative as appropriate
- Knowledge of health and safety regulations in a laboratory environment
- Experience with LIMS

Desirable

- Supervisory experience
- Experience of working with human samples, including blood and isolation of cells from tissues

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 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 working environment for both men and women. For more information please see our Departmental Athena SWAN pages: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/ .

Wellcome Centre for Human Genetics (WHG)

In the first decades of the 21st century, researchers are beginning to understand in detail how our genetic inheritance makes us who we are. At the Wellcome Centre for Human Genetics, our aim is to extend that understanding in order to gain a clearer insight into mechanisms of health and disease. Looking across all three billion letters of the human genetic code, we aim to pinpoint variant spellings and discover how they increase or decrease an individual's risk of falling ill.

The WHG is a research institute of the Nuffield Department of Medicine at the University of Oxford, funded by the University, the Wellcome and numerous other sponsors. It is based in purpose-built laboratories on the University of Oxford's Biomedical Research Campus in Headington, one of the largest concentrations of biomedical expertise in the world.

With more than 400 active researchers and around 70 employed in administrative and support roles, the WHG is an international leader in genetics, genomics and structural biology. We collaborate with research teams across the world on a number of large-scale studies in these areas. Our researchers expend close to £20m annually in competitively-won grants, and publish around 300 primary papers per year.

For more information please visit: <http://www.well.ox.ac.uk/home>

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

http://www.ox.ac.uk/about_the_university/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.

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/.

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+/.

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