

Job title	Clinical Trials Research Technician
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Jenner Institute, Old Road Campus Research Building, Roosevelt Drive, Headington. Oxford. OX3 7DQ
Grade and salary	Grade 4: £22,417 - £25,941 per annum
Hours	Full time
Contract type	Fixed-term for 12 months in the first instance
Reporting to	<i>Amy Flaxman, Postdoctoral Immunologist</i>
Vacancy reference	143969
Additional information	<i>Security screening will be required for this post Position is Funded by Coalition for Epidemic Preparedness Innovations (CEPI)</i>

Research topic	Pre-erythrocytic malaria and outbreak pathogen vaccines
Principal Investigator / supervisor	Associate Professor Katie Ewer and Professor Sarah Gilbert
Project team	Pre-erythrocytic malaria and outbreak pathogens
Project web site	www.ox.ac.uk/ www.jenner.ac.uk
Funding partner	The funds supporting this post for the first 12 months are provided by the Coalition for Epidemic Preparedness Innovations (CEPI http://cepi.net/) to continue development of vaccines against three emerging pathogens: Middle East Respiratory Syndrome (MERS) Coronavirus, Nipah virus and Lassa virus
Recent publications	Collins et al, Sci Rep. 2017 (https://www.nature.com/articles/srep46621) Flaxman et al, Vaccines 2018 (https://www.mdpi.com/318430) Ewer Hum Vacc Imm 2017 (http://dx.doi.org/10.1080/21645515.2017.1383575)

The role

We require a Research Technician to join the pre-erythrocytic (PE) malaria and outbreak pathogens vaccine development group at the Jenner Institute, University of Oxford. The research programme at the Jenner Institute focuses on pre-clinical and clinical testing of novel vaccines. Due to the continued expansion of the programme, we require a technician to join us.

You will provide technical and administrative support to ensure the smooth running of the clinical trials immunology laboratory. We are a busy and dynamic group working on testing exciting new vaccines against diseases including malaria, Ebola, influenza, MERS, Lassa and Nipah. The lab receives samples from multiple clinical trials running in Oxford at the same time as well as samples from our partner sites in Africa and the Middle East.

You will ideally have experience working in a research environment and should have an interest and/or experience in infectious disease research. Training will be available in all aspects of the work, but an ability to work unsupervised and good time-management skills will be important. We will consider applications from candidates without laboratory experience, but you must demonstrate your potential to learn quickly. You must be self-motivated and able to work well in a team that includes post-doctoral scientists, graduate students and laboratory support staff.

The position will be based at the Jenner Institute Laboratories, at the University's Old Road Campus in Headington.

Responsibilities

- Participate in the research programme to develop vectored vaccines for PE malaria and outbreak pathogens
- Process blood samples taken from volunteers participating in clinical trials to GCP (Good Clinical Practice) standards and assist with immunological assays, such as ELISA and ELISPOT.
- Contribute to the efficient running of the laboratory, including ordering stock, preparation of reagents, storage of frozen samples and documentation of experiments
- Organise sample storage records and prepare documents for sample Biobanking under Human Tissue Act (HTA) rules
- Identify and report discrepancies or inaccuracies promptly and assist with implementing corrective actions
- Liaise closely with other team members to ensure smooth running of clinical trials
- Communicate clearly verbally with other team members and document all work legibly
- Undertake all work to the high standards required to meet the regulatory requirements for clinical trials
- Attend appropriate meetings and training opportunities within the Institute and University.

- Undertake all work to the high standards required to meet the regulatory requirements for clinical trials, particularly Good Clinical Practice (GCP), Health and Safety (especially COSHH and Biological safety) and the Human Tissue Act.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- 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:



Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

Selection criteria

Essential selection criteria

- A keen interest in vaccine development.
- Educated to A level standard or equivalent in biology or related area.
- A responsible nature with a methodical and careful approach to laboratory work.
- Strong attention to detail, with the ability to organise samples meticulously and document laboratory work accurately.
- Good interpersonal and communication skills and ability to work in a team in a supporting role
- Ability to follow written standard operating procedures exactly as written.
- IT skills including a knowledge of Word, Excel (i.e. database and spreadsheet) and Powerpoint programs.
- Ability to organise work load and take initiative for prioritising important tasks as appropriate.
- Knowledge of health and safety requirements in a laboratory environment

Desirable selection criteria

- A keen interest in malaria, emerging pathogens or immunology of infectious diseases.
- Experience in processing human blood samples.
- Laboratory experience in ELISA, ELISpot, or PCR.
- Experience of working to GCP and knowledge of HTA.

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/ .

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

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

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

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 department(s).

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 receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

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. 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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers 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 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.

There is also 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/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

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/.

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.