

Job title	Research Assistant - Sequencing
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Ludwig Institute for Cancer Research, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
Grade and salary	Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 per annum
Hours	Full time
Contract type	Fixed-term contract for 3 years Funding is provided by the Department
Reporting to	Professor Skirmantas Kriaucionis & Professor Chunxiao Song, Group Leader
Vacancy reference	170698

Additional information	This role may meet the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
About us	<ul style="list-style-type: none"> • University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - www.ludwig.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <ul style="list-style-type: none"> • An excellent contributory pension scheme • 38 days annual leave • A comprehensive range of childcare services • Family leave schemes • Cycle loan scheme • Discounted bus travel and Season Ticket travel loans • Membership to a variety of social and sports clubs • A welcoming and diverse community

The role

The Ludwig Clinical Research Programme aims to elucidate the molecular function of DNA modifications in normal cells, leading to the understanding of how defective pathways contribute to the neoplasia. The research programme is an initiative from the research laboratories of Prof Chunxiao Song, Prof Xin Lu, Dr. Benjamin Schuster-Boeckler and Prof Skirmantas Kriaucionis. You will work for a team to develop/modify sequencing related technologies, which will be applied to experimental and clinical samples as well as performing techniques which probe chromatin function with a goal to reveal chromatin alterations in cancer.

We are seeking an enthusiastic, and motivated scientist possessing experience in molecular biology, biochemistry and epigenetics, with the ability to work to a high standard. Previous laboratory experience, good communication skills, attention to detail and an ability to work both independently and as part of a team are essential. The research project available will involve a wide range of basic and advanced molecular/cellular biology techniques, such as protein expression, assay optimisation, ChIP-seq, ATAC-seq and mapping of DNA modifications. Previous and relevant experience in chromatin function or assay optimisation is highly desirable.

You will have knowledge of the standard laboratory techniques for molecular and cell biology, and biochemistry. Training will be available in all aspects of the work, especially in the less standard protocols. You must have an adaptable approach to work and a willingness to tackle a variety of tasks. Support and troubleshooting guidance will be available. However, after induction, an ability to work without supervision, combining a structured and organised approach with enthusiasm will be important.

Responsibilities

You will:

- Participate in the Ludwig Cancer Research funded clinical research programme line managed by Prof. Skirmantas Kriaucionis.
- Manage own research and administrative activities, within guidelines provided by senior colleagues.
- Operate laboratory equipment used for all aspects of cell/molecular biology/biochemistry.
- Determine the most appropriate methodologies to test hypotheses and identify suitable alternatives if technical problems arise.
- Be responsible for overseeing the daily housekeeping of the laboratory area and performing any other comparable duties as may be required to ensure the efficient running of the laboratory.
- Be responsible with others for the biological safety of the laboratory.
- Communicate with Prof. Skirmantas Kriaucionis and other members of the group as required, ensuring that they are kept fully up to date with progress and difficulties in the research project.
- Participate in and contribute directly to scientific discussions with other members of the research group and collaborators on the project.
- Maintain accurate and up-to-date records in electronic lab notebook.
- Maintain confidentiality regarding research data when interacting with non-collaborating researchers.
- Assist in dissemination of findings of the research group by authorship of manuscripts, presentation of results at meetings, and contribution to the group web site.
- Attend appropriate scientific seminars, training opportunities and meetings in the Institute and University.
- Participate in the education and training of other staff as necessary and appropriate.



- Once trained your performance will be continually monitored to ensure that the required standard of accuracy and efficiency is maintained.
- Participate in and support 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.
- 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.

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.

Selection criteria

Essential

- Hold a degree in biochemistry, molecular biology, chemistry or related subject
- Demonstrable experience with molecular biology or biochemistry techniques.
- Possess knowledge in biochemical assay optimisation, quality control or automation.
- Highly organised, excellent attention to detail, ability to handle precious clinical samples, manage a varied workload under pressure and meet deadlines.
- Excellent communication skills, including the ability to present data in written and verbal forms.
- Ability to maintain accurate records, organise reagents and manage time.
- A flexible approach to work, with the ability to work independently using own initiative and as part of a team, supporting colleagues, when necessary, with tasks or requests.

Desirable

- Experience with next generation sequencing or protein purification techniques.
- Experience of contributing to reports and articles for publication.
- Experience in the field of DNA modifications.



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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, and the offer of employment will be subject a successful outcome of this assessment.

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

- Working with category 3b or 4 lasers (laser safety class)
- Regular manual handling
- Working with blood, human products and human tissues
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will 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. Please note using a long file name may prevent you from uploading your documents.

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

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

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 online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.