

## Job description and selection criteria

<b>Job title</b>	Post-Graduate Laboratory Research Assistant
<b>Division</b>	Medical Sciences
<b>Department</b>	Paediatrics
<b>Location</b>	Department of Paediatrics, Oxford Vaccine Group, Churchill Hospital, Oxford
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum (with a discretionary range to £41,732 per annum)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (12 months)
<b>Reporting to</b>	Professor Helen McShane
<b>Vacancy reference</b>	171017
<b>Additional information</b>	<i>This role meets the criteria for a UK Skilled Worker visa</i>

<b>Research topic</b>	Controlled Human Infection Models
<b>Principal Investigator / supervisor</b>	Professor Helen McShane
<b>Project team</b>	Jenner Institute
<b>Project web site</b>	<a href="http://www.ox.ac.uk/">www.ox.ac.uk/</a> <a href="http://www.jenner.ac.uk/">www.jenner.ac.uk/</a>
<b>Funding partner</b>	The funds supporting this research project are provided by CEPI and DHSC
<b>Recent publications</b>	<a href="#">Evaluation of a Human BCG Challenge Model to Assess Antimycobacterial Immunity Induced by BCG and a Candidate Tuberculosis Vaccine, MVA85A, Alone and in Combination   The Journal of Infectious Diseases   Oxford Academic (oup.com)</a>

	<a href="#">Safety and immunogenicity of a candidate tuberculosis vaccine MVA85A delivered by aerosol in BCG-vaccinated healthy adults: a phase 1, double-blind, randomised controlled trial - ScienceDirect</a>  <a href="#">T-cell activation is an immune correlate of risk in BCG vaccinated infants   Nature Communications</a>  <a href="#">Inflammation and immune activation are associated with risk of Mycobacterium tuberculosis infection in BCG-vaccinated infants   Nature Communications</a>
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## The role

Professor Helen McShane's research group is dedicated to developing new candidate vaccines for tuberculosis (TB) and to developing a human challenge model for TB and, more recently, SARS-CoV-2. This SARS-CoV-2 human challenge model aims to better understand the immune response to COVID-19. For the last two decades we have been conducting Phase I clinical trials to evaluate the safety and immunogenicity of tuberculosis vaccines in healthy volunteers in the UK and developing a human challenge model for TB. Parallel studies have also been performed to evaluate the safety and immunogenicity of the most promising vaccines in TB endemic areas in Africa.

You will be part of an exciting and novel research programme on the development of a safe, controlled challenge model using SARS-CoV-2. The study aims to establish a controlled human infection model to understand protective immunity. Results are expected to help us understand more about COVID-19 disease and the immune response to SARS-CoV-2, which is crucial for effective vaccine and treatment development as well as for effective public health management. You will also work across the TB vaccine portfolio of studies designed to understand protective immunity to TB.

You are required to work on the human immunology samples in collaboration with a Senior Research Assistant and Postdoctoral Scientist. This position forms part of the clinical trials team and will involve work on the evaluation of the immune response to SARS-CoV-2 and TB pre- and post-challenge, as well as supporting the general program of human immunology within the group. You will be highly organized, with proven experience in a laboratory environment.

You will have good interpersonal skills and be able to interact productively and accurately with other team members. Previous laboratory experience, good communication skills and the ability to work as part of a team are essential. The research involves immunology techniques carried out with human blood samples including ELISpot, flow cytometry, ELISA and other functional assays (full training will be given).

Experience of working to GCP, working in Containment Level 3 facilities, flow cytometry and previous experience working with SARS-CoV-2 and/or TB would be desirable.

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

## Responsibilities

The principle role is to provide laboratory support for the clinical trials and human immunology programme of the group. This includes:

- Working in Containment level 2 and Containment level 3 laboratories, for the receipt, processing (including ELISpot), storage and archiving of study related samples such as serum, plasma, peripheral blood mononuclear cells, nasal swabs etc.
- Conducting all laboratory work to the standards expected from Good Laboratory Practice, including compliance with Human Tissue Authority (HTA) and Medicines and Healthcare products Regulatory Agency (MHRA) regulations.
- Providing administrative laboratory support that will include maintaining all study related laboratory documentation, sample inventories and reagent information at a level appropriate for GCP and GLP and the above guidelines.
- Overseeing the daily housekeeping of the laboratory area and performing tasks including reagent preparation, stock control of laboratory consumables, biobanking of samples and maintaining records of all assays and samples.
- Analysing data and presenting results to the group.
- Providing technical and administrative assistance to Post Docs/ PhD/MSc students in the development of new techniques or conducting experiments to generate data.
- Undertaking such other duties as may be required from time to time that are commensurate with the grade and responsibilities of this post.
- Flexibility in working hours, with a requirement to work later hours on weekdays and on weekends when clinical trial delivery requires this.
- To ensure that work in the laboratory is conducted safely and, in particular, that work is undertaken using appropriate safety procedures and in the dedicated areas.
- To accord due regard to the University Equal Opportunities and Data Protection policies.
- 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

- A first degree or equivalent in a relevant biological subject
- Previous laboratory experience
- Experience in human immunology
- Highly organised, good interpersonal skills and ability to work in a team

- Good written and oral communication skills, excellent attention to detail.
- Ability to organise own work and to work independently and with minimum supervision
- Able to follow and understand the importance of standard operating procedures
- Knowledge of IT software including Microsoft Office

## Desirable

- Working in a GCP/GCLP environment
- Knowledge of HTA
- Experience working at Containment Level 3
- Experience with SARS-CoV-2
- Experience with T cell flow cytometry assays

## 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. . If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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:

- Lone Working
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with allergens, e.g. laboratory animals, pollen, dust, fish or insects etc.
- 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:

- Enhanced Level Screening as this role includes conducting research involving animals (or working closely with such research); or with access to/ knowledge of the location of certain pathogens.
- A satisfactory basic Disclosure and Barring Service check due to the nature of this position working with Hazard Group 3 pathogens
- University security screening (e.g. identity checks)

## 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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](http://www.ox.ac.uk/about/organisation).

## 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/>

## Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MDUK, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

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

The Department of Paediatrics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## **Medical Sciences Division**

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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: <http://www.medsci.ox.ac.uk/>

## 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>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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)

Please upload all documents **as PDF files** with your name and the document type in the filename

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 and [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) 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 at [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) or using the contact details in the online advertisement.

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 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: <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** of 30 September before the 70<sup>th</sup> 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.



# 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 <https://hr.admin.ox.ac.uk/staff-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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## 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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## 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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care> 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 <https://childcare.admin.ox.ac.uk/>

## 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 <https://edu.admin.ox.ac.uk/disability-support>

## 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 <https://edu.admin.ox.ac.uk/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](http://www.newcomers.ox.ac.uk).

## Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter/ X @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).