

Nuffield Division of Clinical Laboratory Sciences

Job Description and Selection Criteria

Job title	Postdoctoral Research Assistant in Tumour Biology
Division	Medical Sciences Division
Department	Nuffield Division of Clinical Laboratory Sciences, RDM
Location	Level 4, Academic Block, John Radcliffe Hospital
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full Time
Contract type	Fixed Term for 12 months.
Reporting to	Dr Shijie Cai
Vacancy reference	171542

Research topic	Normal cholangiocyte containment of cholangiocarcinoma through metabolic and transcriptomic regulation
Principal Investigator / supervisor	Shijie Cai
Project team	Kerr and Cai Group
Project web site	https://www.rdm.ox.ac.uk/about/our-divisions/nuffield-division-of-clinical-laboratory-sciences/nuffield-division-of-clinical-laboratory-sciences-research/colorectal-clinical-and-pathology-group
Funding partner	The funds supporting this research project are provided by Alan Morement Memorial Foundation

The role

We are seeking an enthusiastic, highly-trained and self-motivated Postdoctoral Researcher to take a pivotal role in conducting research on cholangiocarcinoma (CCA).



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CCA is a rare yet highly malignant liver cancer. It does not manifest in isolation but rather co-opts the surrounding stromal fibroblasts, endothelial cells and immune cells to facilitate its growth, invasion and metastasis. Normal cholangiocytes (NCCs) are primarily responsible for the secretion and modification of bile, crucial for digesting fats and the eliminating waste products. Furthermore, NCCs are also important in maintaining the structure and function of the biliary tree, as well as in regulating homeostasis and the inflammatory response to infections. Despite these important functions, the interaction between NCCs and CCA remains largely unexplored in the context of CCA development.

You will be reporting to Dr Shijie Cai, based at the John Radcliffe Hospital, Oxford University. In this position, you will be responsible for validating pathways and genes in both in vitro and in vivo models. Your work will require you to independently employ molecular/cell biology/immunological techniques to successfully accomplish the project objectives.

The position is initially fixed for a duration of 12 months, with the potential renewal contingent on satisfactory research project progression and funding availability. Funding for this position is provided by the Alan Morement Memorial Foundation.

Responsibilities

- Manage own academic research, demonstrating initiative in problem-solving. Execute experiments with precision, ensuring performance to meet the required highest standards of accuracy and reproducibility.
- Test hypotheses and analyse scientific data from a variety of sources, reviewing and refining working hypotheses as appropriate.
- Manage workload efficiently to meet project deadlines and milestones. Write detailed research progress reports on a quarterly basis.
- Work as part of a team, providing advice to other members of the group and technical training to less experienced research group members, such as postgraduate students and visiting research fellows.
- Develop ideas for generating research income, and present detailed research proposals to senior researchers.
- Leverage background in cancer genetics, metabolism and immunology to contribute unique insights to the project. Maintain a strong publication record, demonstrating excellent communication skills to disseminate research results at conferences.



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Selection criteria

Essential selection criteria

- Hold a PhD/DPhil degree in cancer molecular/cell biology, ideally immunology
- Possess sufficient specialist knowledge in cancer genetics, metabolism and immunology to work within established research programmes
- Ability to learn rapidly and manage own academic research
- Perform comprehensive bioinformatics analysis on experimental data and interpret/present findings for the research project.
- Commitment to high standards, including record keeping
- Excellent communication skills, with the ability to write for publication and present research proposals and results at conferences
- Demonstrate passion in cholangiocarcinoma research

Desirable selection criteria

- Experience of independently managing a discrete area of a research project
- Experience of actively collaborating in the development of research articles for publication

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>



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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 category 3b or 4 lasers (laser safety class)
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)
- Work with any substance which has any of the following pictograms on their MSDS:



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.

Nuffield Division of Clinical Laboratory Sciences

Nuffield Department of Clinical Laboratory Sciences (NDCLS)

Led by Professor Deborah Gill, the Nuffield Division of Clinical Laboratory Sciences brings together all of the clinical laboratory-based disciplines within the Oxford Medical School (Microbiology, Genetics, Cellular Pathology, Haematology and Clinical Biochemistry). The original Nuffield Departments date from Lord Nuffield's original benefaction to the Oxford Medical School in 1938.

As well as the teaching of Undergraduate and Clinical Medical Student courses, NDCLS has an active research programme, holding more than £5.3m per annum (£25m in total) of research grants from Research Councils and charities.

For more information please visit www.ndcls.ox.ac.uk



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Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 650 staff, has around 150 postgraduate research students and has an annual turnover of around £59m of which £38m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a [family friendly department](#), and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life. To support this, we have a range of family friendly policies and practices including maternity, paternity and adoption leave, shared parental leave and unpaid parental leave, flexible/part-time working and scheduling meetings within core hours (9.30 a.m. - 2.30 p.m.). Many of our staff work flexibly, with arrangements managed informally or formally.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. RDM holds a departmental Silver Athena SWAN award in recognition of our efforts to introduce organisational and cultural practices that promote gender equality in SET to create a better working environment for both men and women



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For more information on the Department please visit: www.rdm.ox.ac.uk

The Medical Sciences Division

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: <http://www.medsci.ox.ac.uk>



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How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 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.

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.

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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.

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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 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>

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>



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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.

