



**THE JENNER  
INSTITUTE**  
DEVELOPING INNOVATIVE VACCINES



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| <b>Job title</b>         | Research Assistant in Bioprocess and Analytical Development (BiPAD)                     |
| <b>Division</b>          | Medical Sciences  |
| <b>Department</b>        | Nuffield Department of Medicine   |
| <b>Location</b>          | Jenner Institute, Old Road Campus Research Building, Headington, Oxford, OX3 7DQ        |
| <b>Grade and salary</b>  | Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 per annum              |
| <b>Hours</b>             | Full time   |
| <b>Contract type</b>     | Fixed-term contract for 2 years<br>Funding is provided by the Department and SpyBiotech |
| <b>Reporting to</b>      | Dr Shawkat Hussain, Senior Scientist in BiPAD   |
| <b>Vacancy reference</b> | 173115  |

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



**Athena  
SWAN**  
Silver Award



|  |   |
|--|---|
| <b>Research topic</b>                      | Vaccine Development   |
| <b>Principal Investigator / supervisor</b> | Dr Sandy Douglas  |
| <b>Project team</b>                        | Vaccine Development   |
| <b>Project web site</b>                    | <a href="https://www.jenner.ac.uk/research/core-facilities/bipad">https://www.jenner.ac.uk/research/core-facilities/bipad</a> |
| <b>Funding partner</b>                     | The funds supporting this research project are provided by the Department and SpyBiotech                                      |

## The role

We are seeking to appoint a Research Assistant in Vaccine Development to support the work of the Bioprocess and Analytical Development group. The role is an opportunity to work with a team of scientists developing vaccines (adenovirus vectored, recombinant protein, VLP-based, etc) and advancing knowledge on a range of infections, including rabies, COVID-19 and Epstein-Barr virus (EBV). The scope of the Douglas group's work covers pre-clinical development, vaccine manufacturing and clinical trial, so there is the potential to contribute in a wide range of areas.

You will work on a project to develop manufacturing and analytics for a candidate EBV vaccine, support manufacturing of this vaccine and its use in clinical trials. You will have responsibility for producing high quality data using a range of modern laboratory techniques, such as cell culture (mammalian and microbial), chromatographic protein purification, ELISA, digital PCR, DNA cloning, flow cytometry and viral culture. You will also develop your skills in experimental design, planning and analysis, while making a meaningful contribution to global health through developing new vaccines.

You will work on key elements of several projects, giving you the opportunity to develop a diverse range of knowledge and skills. This a fantastic opportunity for you to develop your career with mentoring from a senior team comprising Associate Professor Sandy Douglas (the Group Leader), Dr Shawkat Hussein (Senior Scientist), Dr Adam Ritchie (Senior Vaccine Programme Manager), and members of BiPAD and other researchers in the Jenner Institute.

The Jenner Institute is a global leader in vaccine development, including having developed the Oxford AstraZeneca COVID-19 vaccine. The Institute's position on the University of Oxford's Old Road Campus places it within the leading infection and immunity research community in Europe and hence provides an outstanding academic environment. The BiPAD small research facility within the Jenner Institute specialises in working with a range of researchers in driving vaccine research forward. The post would be particularly suited if you are enthusiastic about pursuing graduate studies in medical science, as the exposure to a range of projects and techniques will provide rich development opportunities. The post would equally suit an experienced researcher looking to apply their experience and expand their skills into new areas.

# Responsibilities

You will:

- Manage your own research and administrative activities, within guidelines provided by senior colleagues.
- Determine the most appropriate methodologies to test hypotheses, and identify suitable alternatives if technical problems arise.
- Develop, follow, and adapt experimental protocols for a range of experimental techniques, such as DNA cloning, mammalian and microbial cell culture, qPCR, ELISA, flow cytometry, viral culture, chromatographic protein purification and filtration processes (TFF, depth filtration, etc)
- Gather, analyse, and present scientific data from a variety of sources, including reviews of the literature and data generated in house.
- Produce and maintain clear experimental plans and laboratory records.
- Contribute to scientific data reports and journal articles and the presentation of data/papers at conferences.
- Represent the research group at internal and external meetings/seminars.
- Work collaboratively with other members of the research group, the Jenner Institute and external collaborators.
- Contribute to wider project planning, including ideas for new research projects.
- Contribute to laboratory management and administration.
- 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.

## Selection criteria

### Essential

- Hold a BSc degree in medical science or a related discipline.
- Practical experience of biology, medical science or similar laboratory work.
- Knowledge of vaccinology, infectious disease, and/or molecular biology.
- Ability to work within established research programmes, with the potential to contribute ideas for new and improved experiments.
- Evidence of attention to detail.
- Excellent critical thinking, problem solving and numeracy skills.
- Excellent communication skills, including the ability to maintain clear laboratory records, write for publication, and represent the group at meetings and conferences.
- Good interpersonal skills and ability to work effectively with others.
- Time management skills, with the ability to balance a range of research and administrative responsibilities.



## Desirable

- Hold a Masters degree in medical science or a related discipline, and/or the potential to undertake further graduate research training.
- Experience of one of more of the following laboratory techniques; DNA cloning, mammalian / microbial / insect cell culture, qPCR, ELISA, flow cytometry, viral culture, and downstream purification techniques at different scales (chromatography and filtration)
- Potential for contributing ideas for new research projects.

## 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 infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- 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:



### 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)

## 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/](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](mailto:recruitment@ndm.ox.ac.uk)

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 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 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.

