



CENTRE *for*
HUMAN
GENETICS



Job title	Flow Cytometry Facility Assistant
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Centre for Human Genetics, Building for Genomic Medicine, Roosevelt Drive, Oxford, OX3 7BN
Grade and salary	Grade 6: Salary in range £32,332 - £38,205 per annum
Hours	Full time
Contract type	Fixed-term until 1 October 2026 Funding is provided by the FCF CHG SRF
Reporting to	Ruddy Montandon, Flow Cytometry Facility Manager
Vacancy reference	174525

Additional information	This role does meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
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.chg.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <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



Athena
SWAN
Silver Award



The role

The Flow Cytometry Core Facility at the Centre for Human Genetics (FCF CHG) works with researchers from the centre as well as the wider scientific community in Oxford to provide a range of flow cytometry services as well as experimental support and instrument trainings.

As an active member of the FCF CHG you will report to the Facility Manager and assist with the day to day maintenance and booking of instruments. You will liaise with facility users and collaborators to provide them with training on both flow cytometer analyser and fluorescence-activated cell sorters. You will also assist users with sample acquisition, sort and analysis. You will have the opportunity to support the Flow Cytometry Facility Manager and researchers at the Centre with development of assays to assess a range of cellular types, using multiple colour panels. You will work with the FCF Manager to develop and implement new methods and techniques to address specific biological questions.

You would be expected to have a general working pattern in line with a normal office hour, however occasionally samples can be delivered in the afternoon and require immediate processing so some flexibility in the working pattern is required.

Responsibilities

You will:

- Independently operate the Flow Cytometers and Cell Sorter instruments.
- Run induction and training of researchers in line with FCF CHG user's maintenance and scheduling rules.
- Ensure the smooth day-to-day running of the flow facility, e.g. by ensuring equipment is functioning and by monitoring and ordering stock as necessary
- Perform daily quality control checks and maintenance procedures for general up keep of all flow cytometers and contribute to the general cleanliness of the FCF CHG.
- Interface with Becton Dickinson and Sony Company service agents for repairs and routine maintenance as needed.
- Write and review standard operating procedures.
- Contribute ideas for new method projects
- Collaboratively develop, execute and troubleshoot protocols of flow cytometry and new methods.
- Acquire and analyse samples for internal and external facility users.
- Assist the Flow Facility Manager in overseeing and maintaining flow instrument budgets, adjusting costs and charges when necessary.
- Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety, COSHH sheets and other regulations relevant to the post.
- Perform other duties and responsibilities as directed.
- 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 or equivalent qualification in Science.
- Proven experience in setting up and running Flow Cytometry assays and instruments (analysers and sorters).
- IT skills including a knowledge of Diva, FlowJo, Word, Excel (i.e. data basing) and PowerPoint programs.
- A strong drive to learn and to develop your skills within a highly dynamic and cooperative setting.
- Ability to troubleshoot problems with experiments and arrive at an appropriate solution.
- Ability to organise own work load and take initiative as appropriate.
- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research network at meetings.
- Knowledge of health and safety regulations in a laboratory environment.
- Flexible approach to working pattern required.

Desirable

- Experience with Sony SH800Z cell sorter and Sony analysis software.
- Experience with Attune NxT analyser and Attune software.



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:

- Lone Working
- Regular manual handling
- 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:



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.