



**CHINESE ACADEMY *of*  
MEDICAL SCIENCES  
OXFORD INSTITUTE**



<b>Job title</b>	Research Assistant
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	CAMS Oxford Institute, Building for Molecular Physiology, Roosevelt Drive, Old Road Campus, Oxford, OX3 7BN
<b>Grade and salary</b>	Research Grade 6: Salary in range £34,982 - £38,674 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term contract for 18 months Funding is provided by the Wellcome
<b>Reporting to</b>	Christina Heroven, Early Career Fellow
<b>Vacancy reference</b>	178659

<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or may be eligible for Global Talent Visa under UK Visas and Immigration legislation.
<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="https://www.camsoxford.ox.ac.uk/">https://www.camsoxford.ox.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 pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</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



## The role

We have an exciting opportunity for a highly motivated individual for the role of Research Assistant, to support Dr Christina Heroven on a Wellcome Trust-funded project. You will join the Dr Ricardo A. Fernandes group within the Chinese Academy of Medical Sciences Oxford Institute (COI), Nuffield Department of Medicine (NDM). Our research focuses on understanding the regulation of Receptor Tyrosine Kinases in cancer. Specifically, we investigate the potential of receptor phosphatases to inhibit oncogenic signalling. Using protein engineering, we aim to develop novel ligands to modulate cell signalling and better understand the interplay between kinases and phosphatases in cancer.

You will provide technical and administrative support to the laboratory, contributing to the progress of the project. You will have a background in biochemistry, protein science or related fields. Your primary role will be to design and produce synthetic proteins, and test their inhibitory effect on oncogenic signalling using a range of molecular biology, immunological and biochemical techniques. You will also be responsible for maintaining, for example, cell cultures, common buffers, and stocks. Moreover, you will help place orders for reagents and consumables, maintain an updated inventory, and liaise with lab members to ensure the laboratory's smooth running. Training will be provided, and you may also be responsible for training group members. You will have the ability to organise and prioritise work efficiently, delivering results to a high standard and on an agreed schedule. You will be able to demonstrate a high level of written and oral communication skills and the ability to work effectively within a team.

## Responsibilities

You will:

- Design, express and purify recombinant proteins from mammalian, insect or bacterial cells.
- Perform biophysical, biochemical and cellular assays to characterise the activity of synthetic proteins.
- Perform molecular cloning techniques and maintain pDNA stocks for the project.
- Select, follow, and adapt experimental protocols.
- Determine the most appropriate methodologies to test hypotheses and use specialist scientific equipment in a laboratory environment.
- Manage own tasks, projects and administrative activities, where appropriate. This involves small scale project management and to coordinate multiple aspects of work to meet deadlines.
- Ensure basic principles of cell culture are met and support the routine maintenance of cells.
- Share responsibility for maintaining and managing stocks of chemicals, laboratory reagents, and consumables.
- Share responsibility for managing stocks of frozen samples.
- Gather, analyse, and present scientific data from a variety of sources.
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups.
- Contribute to scientific reports and journal articles and the presentation of data/papers at conferences.
- Represent the research group at external meetings/seminars, either with other members of the group or alone.

## Education and Training

- Attend appropriate scientific seminars, training opportunities and meetings within the research team, in the Centre and University.
- Participate in the education and training of other staff as necessary and appropriate.



## General Responsibilities

- Act at all times in the interests of the Institute to ensure good laboratory practice.
- Be accountable for personal professional conduct within the project.
- Undertake such other duties as may be required from time to time that are commensurate with the grade and responsibilities of this post.
- 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.
- Accord due regard to the University Equal Opportunities and Data Protection policies.
- 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.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

## Selection criteria

### Essential

- Hold a BSc in biochemistry, cell biology, chemistry or related scientific areas.
- Experience of laboratory support in a life science laboratory.
- Experience of following and adapting protocols and selecting appropriate experimental methodologies.
- Experience in the preparation of common buffers and basic laboratory techniques.
- Experience in molecular cloning.
- Experience in recombinant protein expression and purification.
- Highly organised, excellent attention to detail and the ability to manage and catalogue large quantities of samples.
- Ability to manage own research and administrative activities, including the ability to prioritize and manage a varied workload in order to meet deadlines.
- The flexibility to work independently and as part of a team.
- Excellent interpersonal skills with the ability to interact equally effectively with senior academic staff, researchers and support staff.
- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research group at meetings.

### Desirable

- Experience in cell culture and maintenance of cell lines.
- Experience manipulating gene expression in cells by CRISPR or lentiviral transduction.
- Experience in immunoblotting techniques.
- Experience in contributing to reports and articles for publication.
- Experience using FlowJo, Snapgene, Pymol, Chimera or equivalent 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
- Work in hot or cold environments
- 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:



- Travel outside of Europe or North America on University Business
- Regular manual handling

## 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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## 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.

