

**Faculty of Science**

**School of Pharmacy and Biomedical Sciences**

**Senior Research Fellow (Paediatric Neuro-oncology)**

**ZZ003737**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Fixed term for 3 years

Salary is in the range from £38,183 to £46,924 and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

# It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Science  School of Pharmacy & Biomedical Sciences |
| **Department/Service:**  **Location:** | 3rd Floor St Michael’s Building |
| **Position Reference No:** | ZZ003737 |
| **Cost Centre:** | 44060 |
| **Responsible to:** | Head of Brain Tumour Research Centre |
| **Responsible for:** | Co-ordination and running of the paediatric brain tumour research sub-group with thin the Brain Tumour Research Centre |
| **Effective date of job description:** | November 2016 |

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| **Purpose of Job:** |
| To successfully manage a number of research projects and related activities of their own or on behalf of the brain tumour research centre. To have involvement in planning teams, chairing working parties and leading/initiating internal research networks, developing, analysing, interpreting research data. Writing papers for research journals and presenting research findings at national and international conferences as well as identifying potential sources of income contributing to the growing research culture in the Portsmouth Brain Tumour Research Centre. The research project involves: a number of diverse multi-disciplinary laboratory based, scientific investigations into the biology, diagnosis and therapy of paediatric brain tumours using advanced cellular and molecular approaches. The Brain tumour Research Centre is core-funded by *Brain Tumour Research* and this SRF post is funded by two paediatric brain tumour charities, *Ali’s Dream* and *Charlie’s Challenge.* Research within the Paediatric Neuro-oncology research sub-group is also supported by *Children with Cancer UK*, and the *Ollie Young Foundation.* The SRF will oversee ongoing research programmes carried out by post-doctoral researchers, PhD students, Erasmus research internship students, and MSc/MRes project students. Much of the work will be carried out in the Alison Phelan Memorial Laboratory for Molecular Neuro-oncology. There are also cellular neuro-oncology, histology, and tissue culture laboratories for human cell culture under both normoxic and hypoxic conditions and a state of the art microscopy suite with AFM, confocal, live-cell imaging, TIRF, confocal, epifluorescence, quantitative image analysis and laser capture microdissection microscopy within the centre. The research covers ongoing work on gene therapy approaches and metabolism of medulloblastoma, HDAC/metabolism/epigenetics of paediatric high grade glioma, novel and repurposed drug screening programmes and work on mitochondrial DNA mutations in paediatric brain tumours. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of a number of research projects (initiated either by the Head of the Centre or by the SRF themself), ensuring that the aims and objectives are met 2. To present research project findings to a variety of stakeholders and to write papers for research journals and materials for publication 3. To identify and actively pursue potential sources of research income 4. To manage junior postdoctoral researchers and PhD students within the sub-group. 5. To write grant applications with the Head and Deputy Head of the Centre. 6. To manage and be responsible for the completion of a number of research projects ensuring that the aims and objectives are met 7. To present research project findings to a variety of stakeholders and to write papers for research journals and materials for publication 8. To identify and actively pursue potential sources of research income 9. To supervise under-graduate and graduate students as well as post-doctoral staff 10. To contribute intellectually to novel research programmes and collaborations   **Line Management Responsibilities**   1. Line management responsibility for (Research Associates and Fellows within the Paediatric Research sub-group.) 2. Assignment of tasks to best deliver the projects in a timely fashion 3. To liaise with the Head of the Centre to ensure the efficient operation of Paediatric Research sub-group 4. Contribute to the operational planning and development of the Centre, including project work 5. Investigate performance, disciplinary and grievance matters when necessary following University procedures 6. Conduct performance & development review (PDR), recruitment, induction and training of staff 7. Deputise for the Head and Deputy head of Centre where appropriate 8. Represent the Brain Tumour Research Centre at meetings where appropriate   **Additional expectations of the role holder**   1. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload 2. Can lead a research group 3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal research networks 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making 5. To solve problems that may occur during the length of the research project applying specialist knowledge 6. To develop methodologies and design data gathering and analytical techniques that can be used by others in order to analyse, interpret and evaluate research data 7. Can deliver short one-off training sessions or lectures such as explaining how to conduct literature or database searches 8. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims 9. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 10. Any other duties as required by the Head of the Brain Tumour Research Centre |
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| **Working Relationships:** |
| 1. Managed by Professor Geoff Pilkington (Head of the Brain Tumour Research Centre) 2. Working with other researchers in the team and Faculty and with research collaborators both within the UK and overseas 3. Liaising with research and academic colleagues and support/technical staff on day-to-day issues 4. Managing research students/assistants/associates operating in the same laboratory/department |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience in cellular and molecular neuro-oncology | E | AF, S |
|  | Experience of writing research funding applications | E | AF, S |
|  | A strong track record in publishing papers in the field of neuro-oncology | E | AF, S |
|  | Ongoing research experience in paediatric neuro-oncology | E | AF, S |
|  | A strong track record of publishing papers in the field of paediatric neuro-oncology | D | AF, S |
|  | Previous experience of managing staff | D | AF, S |
|  | Previous experience of successfully managing a research project through to completion | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E | AF, S |
|  | Ability to plan, organise and prioritise workloads | E | AF, S |
|  | Good communication and interpersonal skills | E | AF, S |
|  | Good report writing skills | E | AF, S |
|  | Statistical data analysis skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project Management skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Ability to motivate and engage others in research | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Ability to work to tight deadlines | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | X |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) | X | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms | X | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) | X | 20. Small print/colour coding | X |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation   X | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials  X | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | PROFESSOR GEOFF PILKINGTON |
| **Date** | November 1 2016 |
| **Extension number** | 2116 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.