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**Faculty of Science and Health**

**School of Biological Sciences – Centre for Enzyme Innovation (CEI)**

**Senior Research Fellow**

**ZZ005306**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from£40,322 – £49,553and 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 normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. 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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

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) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Fellow in Surface Analysis |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | School of Biological Sciences - Centre for Enzyme Innovation (CEI) – King Henry Building |
| **Position Reference No:** | ZZ005306 |
| **Responsible to:** | Principal Investigator/CEI Director/Head of School |
| **Responsible for:** | Post-Doctoral staff, research assistants and postgraduate students within the CEI research group |
| **Effective date of job description:** | December 2019 |

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| **Purpose of Job:** |
| **The Local Environment and Team**The recently-established CEI creates a flagship research hub focused on delivering transformative enzyme-enabled solutions for circular recycling of plastics. The unique approach of the CEI pipeline is to *Discover* new enzymes from the environment that break down plastics; *Engineer* these enzymes and their production mechanisms to optimise their activity degrading solid plastic substrates, as well as their stability and yield; and *Deploy* these enzymes through industrial-scale production and processing. The website address is: <https://www.port.ac.uk/research/research-centres-and-groups/centre-for-enzyme-innovation>A key strength of the CEI is it’s interdisciplinarity; drawing together teams with diverse skill sets spanning bioinformatics, micro and molecular biology, structural and synthetic biology, molecular physics, chemistry, computing and bioprocessing, to focus on a common goal. However, expertise in surface analysis methods for assessing enzymatic degradation of solid substrates is lacking and this Senior Research Fellow opportunity is available to full this gap. **Project and Role**Based within the *Engineer – Enzyme Production* group, led by Professor A. Callaghan, the work will involve developing novel surface-based approaches to detecting enzymatic degradation of plastic surfaces. This could include microscopic or spectroscopic analysis, or alternative techniques to analyse surface breakdown at high resolution. For example, techniques such as atomic force microscopy (AFM) and/or other scanning microscopy methods could be appropriate. The Senior Research Fellow will undertake a substantial experimental programme drawing upon their existing surface analysis expertise. Initially working closely with Professor Callaghan and the team to successfully design, manage and deliver research projects and related activities, the Senior Research Fellow will be expected to develop independence and operate with an increasing degree of autonomy. As such, there will be opportunities to supervise postgraduate research students in the group (e.g. Masters and PhD). The role will involve liaising and networking with local, national and international collaborators, and other relevant professionals; designing and managing collaborative experimental research sub-projects and generating high-quality data, including detailed analysis and interpretation; leading and contributing to writing high-quality joint papers for research journals and material for publications; leading and contributing to grant writing with UKRI, industrial and/or international funding bodies in order to secure their independent research; as well as reporting on research progress to funders as required. Further, the Senior Research Fellow will engage with teaching duties that relate to their research area. For example, running final year undergraduate and masters-level workshops as well as supporting the delivery of a limited number of specialized lectures or seminars, as required by the Head of School. Importantly, the Senior Research Fellow will role model the highest standards of research integrity, contributing to the growing research culture in the School of Biological Sciences, and specifically within the CEI and *Engineer - Enzyme Production* group. |

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| **Key Responsibilities:**  |
| 1. To design, manage and be responsible for the delivery of research projects (on their own and on behalf of the Principal Investigator), 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 contribute as PI or Co-I on new grant applications related to the work of the CEI.
4. To take on an overview role for the training and delivery of specialist techniques.
5. To identify and actively pursue potential sources of research income

**Management Responsibilities**1. In line with CEI research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload.
2. To lead a research group on behalf of an academic and to develop and lead a research group of their own.
3. To have day-to-day responsibility for directing research staff and postgraduate students within the Project Team.
4. To assign tasks and allocate workloads to deliver projects in a timely fashion.
5. To communicate with team members and liaise and network with relevant others, to ensure effective working relations.
6. To liaise with the Principal Investigator to ensure the efficient operation of the Research Group.
7. To contribute to the operational planning and development of the CEI, including coordination of project work.
8. To lead team meetings when required, providing relevant and timely information in order to aid decision-making.
9. To investigate performance, disciplinary and grievance matters when necessary following University procedures.
10. To conduct performance & development review (PDR), recruitment, induction and training of staff and regular reviews of PGR student progress, where appropriate.
11. To deputise for the Principal Investigator, where appropriate.
12. To represent the School of Biological Sciences, CEI and Research Group at meetings, where appropriate.

**Additional expectations of the role holder**1. To provide information, appropriate to the role, to relevant stakeholders.
2. To solve problems that occur during the research project, applying knowledge of subject area.
3. To develop and communicate methodologies and design data gathering and analytical techniques that can be used by others in order to analyse, interpret and evaluate research data.
4. To deliver short one-off training sessions or lectures such as explaining how to conduct literature, database searches and other experimental approaches.
5. To analyse research data and develop new evaluation methods, select existing methodologies determining when they should be applied.
6. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the CEI/School/Faculty/University aims.
7. 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.
8. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.
9. Any other duties as required by the PI and / or Head of School.
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| **Working Relationships:**  |
| * Supervised by the Principal Investigator
* Working with other researchers in the Research Group, within the CEI, School of Biological Sciences and the Faculty of Science.
* Working with other researchers in the Research team within the School of Biological Sciences and the Faculty of Science and Health as well as with research collaborators in the local, national and international groups named above
* Liaising with Head of School, Associate Head (Research), research/academic colleagues and support/technical staff on day-to-day issues.
* Supervising junior research colleagues and students operating in the same laboratory.
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Recent or ongoing research experience related to the analysis of solid surfaces | E | AF, S |
|  | Research experience of collecting and analysing quantitative and qualitative data | E | AF, S |
|  | Experience using microscopic, or spectroscopic, or other surface analysis method  | E | AF, S |
|  | Experience of using computational software to analyse and display surface analysis data | E | AF, S |
|  | Research experience analyzing solid substrate surfaces degraded by enzymes | D | AF, S |
|  | Previous experience of successfully managing a research project through to completion | E | AF, S |
|  | Experience of writing or co-writing research publications | E | AF, S |
|  | A strong publication record in relevant areas | E | AF, S |
|  | Knowledge of Microsoft Office computer packages | E | AF, S |
|  | Knowledge of relevant Health and Safety in the workplace / laboratory setting. | E | AF, S |
|  | Previous experience of working in a team | E | AF, S |
|  | Previous experience of managing staff  | D | AF, S |
|  | Previous experience of supervising the training of Masters and/or PhD students | D | AF, S |
|  | Experience of writing successful research funding applications | D | AF, S |
|  | A track record of successful funding as principal or co-investigator | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to anticipate 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 oral presentation skills | E | AF, S |
|  | Ability to communicate fluently in English to a scientific standard | E | AF, S |
|  | Project and laboratory management skills | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject or equivalent professional experience | E | AF |
|  | Relevant publications in leading peer-reviewed journals | E | AF |
|  | Significant relevant postdoctoral research experience | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work with minimum supervision | E | AF, S |
|  | Creative, highly motivated and committed to undertaking research | E | AF, S |
|  | 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)

**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/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this and give details in the free text space provided.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  | X |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)
 |  | 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) | X | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use etc)
 | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation

X | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead  | 22. Nanomaterials X |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only)  | 23. Workplace stressors (e.g. workload, relationships, job role etc) X |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Prof. John McGeehan |
| **Date** | 20th November 2019 |
| **Extension number** | 2042 |

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.