



**Faculty of Science**

**School of Pharmacy & Biomedical Sciences**

**Senior Research Fellow**

**ZZ601504**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £38,833 - £47,722per annum 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.

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 mustbeyour 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), 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:** | Science (Brain Tumour Research Centre) |
| **Department/Service:**  **Location:** | School of Pharmacy and Biomedical Sciences  St Michael’s Building, White Swan Road, Portsmouth PO1 2DT |
| **Position Reference No:** | ZZ601504 |
| **Cost Centre:** | 17058 |
| **Responsible to:** | Professor Geoffrey J. Pilkington |
| **Responsible for:** | Defined PhD students and post-doctoral research associates and fellows |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| Overview  To successfully manage a number of research projects and related activities of their own or on behalf of the Head of Brain Tumour Research Centre. To have involvement in planning teams and leading/initiating internal and external research networks, developing, analysing, and interpreting research data. Writing papers for research journals and material for publications and identifying potential sources of income. Contributing to the growing Mitochondria and Metabolism Sub-theme within the Brain Tumour Research Centre.  Team and environment  This post is funded for up to 1 year, to provide maternity cover for the current Brain Tumour Research Centre’s Mitochondria and Metabolism Sub-theme leader (Dr Rhiannon McGeehan), who has a number of active and ongoing research projects investigating the role of mitochondria in brain tumour biology, diagnoses, prognoses and therapy.  The Mitochondria and Metabolism Sub-theme is one of 5 groups within the within the wider Brain Tumour Research core-funded Centre of Excellence, led by Prof. Geoff Pilkington, and one of the largest groups within the Institute of Biological and Biomedical Sciences. The Pilkington laboratory, currently hosts one Reader, four senior research fellows (including the current Mitochondria and Metabolism Sub-theme leader), five research fellows, and four PhD students, with technical support. In addition, a new University of Portsmouth –funded part-time Research Fellow will also be joining the Mitochondria and Metabolism Sub-theme.  Project and role  The research project focusses on the role of mitochondria in brain tumour biology, diagnoses, prognoses and therapy. It capitalises on existing publications and unpublished data that show a number of mitochondria and related parameters e.g. mitogenomic elements and enzymes influence cell behaviour in vitro, including response to drugs, generating the following publications so far:  Rhiannon E. McGeehan, Lewis A. Cockram, Littlewood, D.T.J., Diana M. Eccles and Qian An (2017) Deep sequencing reveals the landscape of mitochondrial DNA protein-coding variations in breast-to-brain metastasis blood samples (accepted July 2017)  Song , Z., Laleve, A, Vallières, C., McGeehan, J.E., Lloyd, R., Meunier, B. Human mitochondrial cytochrome b variants studied in yeast: not all are silent polymorphisms. 2016. Human Mutation 37(9):933-41.  Lloyd, R.E., Keatley, K., Littlewood, D.T.J., Meunier, B., Holt, W.V., Higgins, S.C., An, Q., Fillmore, H.L., Ashkan, K., Pilkington, G.J, McGeehan, J.E. Identification and Functional Mitochondrial Mutations in Glioblastoma. 2015. Neuro-Oncology 17(7), 942–952. (Cover)  Lloyd, Rhiannon, E. and McGeehan. John, E. Structural Modelling of Mitochondrial Mutations Reveals a Role for Bigenomic Protein Interactions in Human Disease, 2013. PLOS ONE 9;8(7):e69003  The SRF’s role will be to continue to build on the active and ongoing research projects within the Mitochondria and Metabolism Sub-theme. The SRF will be expected to acquire additional data for ongoing and new publications and grants, play a lead role in the drafting and submission of manuscripts, and present findings at workshops and conferences. The SRF will operate with a substantial degree of autonomy and will help direct and support the new UoP-funded part-time Research Fellow, as well as defined students. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of a number of research projects, 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. Required to identify and actively pursue potential sources of research income 4. To supervise defined under-graduate and graduate students as well as post-doctoral staff, e.g. the new UoP-funded part-time Research Fellow 5. To contribute intellectually to novel research programmes and collaborations   **Line Management Responsibilities**   1. Line management responsibility for defined Research Associates/ Fellows 2. Assignment of tasks to best deliver the project in a timely fashion 3. To liaise with the Head of Brain Tumour Centre to ensure the efficient operation of Cellular and Molecular Neuro-oncology research team 4. To liaise with the current Mitochondria and Metabolism Sub-theme lead during overlap periods and during ‘keeping in touch days’ 5. Contribute to the operational planning and development of the department, including project work 6. Investigate performance, disciplinary and grievance matters when necessary following University procedures 7. Conduct performance & development review (PDR), recruitment, induction and training of staff 8. Deputise for Principal Research Fellow and Head of Brain Tumour Research Centre where appropriate 9. Represent the Cellular and Molecular Neuro-oncology research group 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. Contribute to research in the sub-theme mitochondria and metabolism 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 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 Brain Tumour Research Centre |

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| **Working Relationships:** |
| 1. Managed by a senior academic (Prof. G.J. Pilkington), in collaboration with the current Mitochondria and Metabolism Sub-theme lead, within the School/Department 2. Working with other researchers in the team and Faculty of Science and with research collaborators external to the university 3. Liaising with research and academic colleagues and support/technical staff on day-to-day issues, particularly the new UoP-funded part-time Research Fellow 4. Managing defined research students/assistants/research associates and fellows operating in the same laboratory/department |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of working in related field of molecular and cellular biology | E | AF, S |
|  | Research experience in cell culture, protein/ nucleotide extraction, PCR, western blotting, gene modulation, enzyme activity assays and other functional assays | E | AF, S |
|  | Research experience of collecting descriptive and quantitative data | E | AF, S |
|  | Knowledge of mitochondrial biology and genetics | E | AF, S |
|  | Previous experience of successfully managing a research project through to completion | E | AF, S |
|  | Experience in managing PhD and Master’s Degree project supervision | E | AF, S |
|  | Evidence of leading publications in good quality research papers in scientific journals | E | AF, S |
|  | Practical experience of mitochondrial biology and genetics | D | AF, S |
|  | Practical knowledge of neuro-oncology | D | AF, S |
|  | Experience of writing research funding applications | D | AF, S |
|  | Previous experience of managing staff | 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 | E | 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 |
|  | Willingness to travel nationally and internationally to represent group at meetings/conferences and present data | 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/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **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 |  | 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 |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation   X | | 21. Contaminated soil/bioaerosols | X |
| 10. Asbestos and lead | | 22. Nanomaterials  X | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | G J Pilkington |
| **Name (block capitals)** | PROFESSOR GEOFFREY PILKINGTON |
| **Date** | 05/09/17 |
| **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.