



**Faculty of Science**

**School of Pharmacy and Biomedical Sciences**

**Senior Scientific Officer**

**ZZ004259**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £34,520 - £37,706 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The 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. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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.

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>

The Appointee will be entitled to join the Local Government Pension Scheme. The Scheme's provisions include an 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.

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 Scientific Officer (Human Cell Culturist) |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | School of Pharmacy and Biomedical Sciences |
| **Position Reference No:** | ZZ004259 |
| **Cost Centre:** | 17097 |
| **Responsible to:** | Professor Geoff Pilkington, Head of Brain Tumour Research Centre |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job**: |
| This post will manage and develop the human brain tumour cell resources of the Brain Tumour Research Centre, including establishment of primary cultures and cell lines from human patient-derived biopsies. Culture of a diverse range of non-neoplastic human brain-derived cell types and cellular and molecular biomarker identification of tumour-derived cell cultures will be carried out. Management of the Centre’s electronic Item Tracker system for its Cell Bank. Supply of well characterized cell resources to the Centre team and their collaborators as well as potentially commercialising the resources of the Centre. |

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| **Key Responsibilities:**  |
| **Management Responsibilities**1. Working closely with the Head of the Brain Tumour Research Centre to develop and maintain specialist analytical equipment to the highest standards, ensuring that they comply with relevant health and safety and environmental legislation and that regular checks are carried out and recorded.
2. To establish and characterize cells derived from human brain tumour biopsies.
3. To develop the possible commercialisation of our cell resources from our Cell Bank.
4. Contribute to the operational planning, support and development of research projects.
5. To apply specialist knowledge in support of research activity.
6. Represent the Centre/University at meetings where appropriate.
7. Manage Item Tracker and frozen cell storage facility.
8. Manage orders for laboratory supplies.

**Project Responsibilities:**1. Managing and maintaining the established equipment base in the four cell culture laboratories (Biopsy Set-up, Blood Brain Barrier, Metabolic and Generic).
2. Ensure Good Laboratory Practice throughout the Centre as well as co-ordination of laboratory orders and COSHH assessments.
3. Advertising and seeking local, commercial customers (SMEs) for specialist cells and tests, in conjunction with the University of Portsmouth Research and Innovation Services team.
4. Interfacing and working with existing research and other laboratory activities, including training of doctoral students, and assist the PIs in seeking new income streams from research councils and charities.
5. Maintaining existing, and developing new projects, methods and techniques for our research programmes.
6. Carrying out mycoplasma testing and DNA fingerprinting

**Additional expectations of the role holder**1. To communicate with team members and liaise/network with relevant other professionals, to influence events.
2. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others.
3. To lead team meetings when required, providing relevant and timely information, in order to aid decision making by the PI’s.
4. To solve problems that occur by applying specialist knowledge.
5. To deliver short training sessions or presentations.
6. To analyse research data and develop new evaluation methods, select existing methodologies determining when they should be applied.
7. To participate in, and contribute to, a performance & development review (PDR), ensuring that work produced is in line with the Centre/School/Faculty/University aims.
8. 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.
9. 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.
10. Any other duties as required by the Head of Centre.
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| **Working Relationships:**  |
| Head of CentreCentre staff members and PhD studentsStaff at clinical (hospital) centresPharmacy & Biomedical Sciences Technical StaffSchool/Department Administration TeamAcademic & Research StaffNational and International CollaboratorsCharity sector staff and supportersSuppliers of materials/equipmentPotential commercial customersMembers of the Senior Management team within the Faculty of Science. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Excellent specialist knowledge in the key subject areas (e.g. cell culture and DNA fingerprinting) | E | AF, S |
|  | Excellent technical expertise in the specific subject area | E | AF, S |
|  | Experience of developing commercial links  | D | AF, S |
|  | Working knowledge of Health and Safety legislation in the workplace | D | AF, S |
|  | Experience of specialist equipment maintenance procedures | D | AF, S |
|  | Experience of working within an accredited quality system / to professional accreditation standards | 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 report writing skills | E | AF, S |
|  | Statistical data analysis skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to communicate effectively and in a professional manner | E | AF, S |
|  | Ability to plan and anticipate events and to solve problems  | E | AF, S |
|  | Ability to implement good laboratory practice and standards | E | AF, S |
|  | IT skills, to include emails, documents and spreadsheets | E | AF, S |
|  | Project management skills | D | AF, S |
|  | Ability to undertake Risk Assessments | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | Specialist training to operate equipment used within the Brain Tumour Research Centre or equivalent | E | AF, S |
|  | Degree in a relevant subject  | E | AF, S |
|  | Postgraduate qualification (MSc, MRes, PhD) in relevant subject or equivalent specialist experience | D | 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 |
|  | Ability to deal resiliently with high-pressure situations | E | AF, S |
|  | Enthusiastic and flexible attitude to work. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (may include interview, 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%2C164407%2Cen.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** | 05/10/17 |
| **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.