



**Faculty of Technology**

**School of Engineering**

**RESEARCH ASSISTANT**

**ZZ004184**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term**

**Full-time**

Salary is in the range from £22,214 - £25,728 per 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.

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:** | Research Assistant |
| **Grade:** | 4 |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | School of Engineering |
| **Position Reference No:** | ZZ004184 |
| **Cost Centre:** | 41605 |
| **Responsible to:** | Dr Gianluca Tozzi |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2017 |

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| **Context of Job:** |
| Treatment of bone fractures caused by age-related diseases (i.e. osteoporosis) can have a great impact on patients’ living conditions and NHS budget. Hence, novel strategies must be developed to improve current treatments. The development of novel materials able to induce controlled bone formation, and in time being eliminated from the body, is considered the most promising route. In order to develop optimal biomaterials, it is mandatory to understand the joint role of biological environment and mechanical stimuli (aka ‘mechanoregulation’) typical of physiological conditions; and their dependence on the type of material used.  |

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| **Purpose of Job:**  |
| Working under close supervision of the research leader ultimately responsible for the project, (or group of studies), to assist with collecting and analysing data using standard and well-defined methods developed by others.  *The research project aims at:**1. Developing an in vitro mechanical stimulation protocol to induce regenerated tissue in simulated bone defects filled with biomaterials.* *2. Evaluating osteocyte viability and bone formation responses to biomaterial and mechanical loading.**3. Exploring the mechanical quality of the regenerated bone in vitro in relation to the initial mechanical characteristics of the biomaterials.* |
| **Key Responsibilities:** |
| 1. To assist with presenting research project findings to a variety of stakeholders and contribute to research papers submitted for publication
2. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload
3. To keep a detailed record of the work carried out, including methods and results, and share this information with the team members
4. To communicate with team members and liaise and network with relevant others, ensuring effective working relations
5. To attend team meetings when required providing relevant and timely information, in order to aid decision making
6. To solve minor problems that may occur during the length of the research project using guidelines or a set of procedures
7. To assist with the collection and analysis of data from the project.
8. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University research 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 Principal Investigator
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| **Working Relationships:** |
| 1. Closely managed by a senior academic or Principal Investigator
2. Working with other researchers in the team
3. Liaising with research colleagues and support/technical staff on day-to-day issues
4. Working alongside students operating in the same laboratory/department
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | At least two of: bioengineering, mechanobiology, x-ray/confocal microscopy, mechanical testing and biomaterial formulation | E | S, AF |
| 1.2 | Experience of collecting qualitative data | E | S, AF |
| 1.3 | Experience of statistical analysis | E | S, AF |
| 1.4 | Experience of literature database search | E | S, AF |
| 1.5 | Experience in cell culture/mechanics | D | S, AF |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to plan, organise and prioritise workloads | E | S, AF |
| 2.2 | Good Communication and Interpersonal skills | E | S, AF |
| 2.3 | Report writing skills | D | S, AF |
| 2.4 | Good problem solving skills | D | S, AF |
| 2.5 | Good use of Microsoft Word, Power Point and Excel  | D | S, AF |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | Degree in Pharmaceutical Science, Biology, Mechanical Engineering, Bioengineering, Biomedical Engineering, Biomaterials or related subjects or relevant experience | E | S, AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to work on own initiative and as part of a team | E | S, AF |
| 4.2 | Ability to work to tight deadlines | E | S, AF |
| 4.3 | Experience in cell culture work | D | S, AF |

**Legend**

Rating of attribute: E = essential; D = desirableSource of evidence: AF = Application Form; S = Selection Programme (including 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)
 |  | 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)
 |  | 20. Small print/colour coding |  |
| 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. 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)** | GIANLUCA TOZZI |
| **Date** | 11/10/17 |
| **Extension number** | 2514 |

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.