

**Faculty of Science**

**School of Biological Sciences**

##### Institute of Biomedical and Biomolecular Sciences

**SENIOR RESEARCH ASSOCIATE**

**3 years fixed term contract**

**10006877**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £27,578 to £31,020 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 August 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 Years Day inclusive and there are a further five 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, a copy of which is available on request from Human Resources.

There is a comprehensive sickness and maternity benefits scheme.

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

If the position has a requirement for a Criminal Records Bureau Disclosure, this will be stated in the advert. The Criminal Records Bureau 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 Associate |
| **Grade:** | 6 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Biology |
| **Position Reference No:** | 10006877 |
| **Cost Centre:** | 10205 |
| **Responsible to:** | Dr Darren Mernagh |
| **Responsible for:** |  |
| **Effective date of job description:** | 1st October, 2012 |

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| **Purpose of Job**: |
| The role holder will work autonomously with instruction from the research leader, Dr A. Callaghan, who is ultimately responsible for the project (or group of studies). This role will involve carrying out research, analysing data, developing new evaluation methods and determining how best to apply them. They will be responsible for regularly managing elements of the project, in line with the project terms of reference.  Project summary: Understanding how metabolism is controlled within a cell is fundamentally important and is directly applicable to medical, environmental and biotechnological advances. Our studies have recently identified that a molecule of central metabolism interacts with an RNase and affects its ability to destroy mRNA. This project will unravel the details of this newly discovered mechanism and investigate whether it represents a conserved metabolite-RNase communicative link in prokaryotes and eukaryotes. The research will use a comprehensive state-of-the-art toolset of biochemical, biophysical and molecular biology research techniques.  The work is funded by the BBSRC and will be conducted in the Biophysics Laboratories, Institute of Biomedical and Biomolecular Sciences, School of Biology, University of Portsmouth. |

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| **Key Responsibilities:** |
| 1. To present research project findings to a variety of stakeholders and to write reports for research papers submitted for publication   **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, regularly managing the progress of elements of the research project 2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations 3. To attend team meetings when required providing relevant and timely information, in order to aid decision making 4. To solve problems that may occur during the length of the research project using guidelines or a set of procedures 5. To analyse research data and develop new evaluation methods. On occasions may select existing methodologies determining when they should be applied 6. Can assist with supervising a research student/assistant/associate 7. Can deliver introductory workshops to students on topics such as research methods 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 Principal Investigator/Head of Department |

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| **Working Relationships:** |
| 1. Managed by the Principal Investigator, Dr A. Callaghan 2. Networking with other researchers in the team and possibly with research collaborators either internal or external to the university 3. Liaising with research colleagues and support/technical staff on day-to-day issues 4. Working with and sometime supervising 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** |  |  |
|  | Research experience of collecting qualitative data | E |  |
|  | Ongoing research experience in biochemistry, molecular biology or related field | E |  |
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| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E |  |
|  | Ability to plan, organise and prioritise workloads | E |  |
|  | Good Communication and Interpersonal skills | E |  |
|  | Good report writing skills | E |  |
|  | Statistical data analysis skills | E |  |
|  | Presentation skills | E |  |
|  | Project Management skills | D |  |
|  |  |  |  |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Postgraduate qualification in biochemistry or molecular biology or relevant experience | E |  |
|  | Completed PhD in relevant subject or relevant professional experience | D |  |
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| **4.** | **Other Requirements** |  |  |
|  | Ability to work with minimum supervision | E |  |
|  | Ability to work on own initiative and as part of a team | E |  |
|  | Creative, highly motivated and committed to undertaking research | E |  |
|  | Ability to work to tight deadlines | E |  |
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**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 by the applicant.** | | | |
| International travel | ✓ | Ionising radiation |  |
| Manual Handling |  | Asbestos, Lead |  |
| Human tissue/body fluids  EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck |  |
| Genetically modified Organisms | ✓ | Food Handling |  |
| Noise > 80 DbA |  | Substances to which COSHH applies | ✓ |
| Skin irritants/sensitisors |  | Small print /colour coding (electrical) |  |
| Night Duty  between 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment | ✓ | Access to children |  |
| Repetitive tasks ✓ | | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify) | | | |
| Please give details of any of the above as necessary:  COSHH and Risk Assessment forms are, or will be, complete for the procedures to be contacted as part of this project. | | | |

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

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| **Signed** | A Callaghan |
| **Name (block capitals)** | A CALLAGHAN |
| **Date** | 12/11/2011 |
| **Extension number** | 2055 |