



**CENTRE** *for*  
**HUMAN**  
**GENETICS**



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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>         | Postdoctoral Research Assistant                                                                                                                                                          |
| <b>Division</b>          | Medical Sciences                                                                                                                                                                         |
| <b>Department</b>        | Nuffield Department of Medicine                                                                                                                                                          |
| <b>Location</b>          | Centre for Human Genetics, Old Road Campus Research Building, Roosevelt Drive, Oxford, OX3 7BN                                                                                           |
| <b>Grade and salary</b>  | Research Grade 7: £39,424 - £47,779 with a discretionary range to £53,483 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,730 per year (pro rata). |
| <b>Hours</b>             | Full time                                                                                                                                                                                |
| <b>Contract type</b>     | Fixed-term contract for 24 months<br>Funding is provided by UKRI - MRC                                                                                                                   |
| <b>Reporting to</b>      | Tom Tipton – MRC Research Fellow                                                                                                                                                         |
| <b>Vacancy reference</b> | 188876                                                                                                                                                                                   |

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| <b>About us</b>      | <ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="https://www.chg.ox.ac.uk">https://www.chg.ox.ac.uk</a></li> </ul>                                                                                                                                                                                                                                          |
| <b>What we offer</b> | <a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,730 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul> |

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|--------------------------------------------|-----------------------------------------------------------------------|
| <b>Research topic</b>                      | Cellular Immunology                                                   |
| <b>Principal Investigator / supervisor</b> | Tom Tipton – MRC Research Fellow                                      |
| <b>Funding partner</b>                     | The funds supporting this research project are provided by UKRI - MRC |
| <b>Recent publications</b>                 | Thom et al. 2021, Lancet infectious diseases.                         |



**Athena**  
**SWAN**  
Silver Award



## The role

You will play a key role in delivering the experimental programme investigating long-term immunity following Ebolavirus disease (EVD). You will undertake laboratory studies using plasma and PBMC samples to investigate the evolution of the humoral and cellular immune response.

You will perform and optimise a range of immunological assays, including ELISA, B-cell ELISpot, flow cytometry and antigen-specific B cell analysis, alongside supporting B cell receptor sequencing studies. You will analyse and interpret experimental data, maintain accurate research records, contribute to statistical analysis and work closely with project leads and specialist collaborators in B cell sequencing and mathematical modelling.

You will contribute to the planning and delivery of project milestones, preparation of reports, presentations and scientific publications, and dissemination of findings. You will also contribute to the effective management and quality of the project's experimental data and biological samples.

## Responsibilities

You will:

- Develop research questions within a specific context, conduct individual research, analysing detailed and complex qualitative and/or quantitative data from a variety of sources, and generate original ideas by building on existing concepts
- Contribute to research development and funding proposals, supporting new projects ideas and income generation.
- Produces research outputs and collaborate across teams, providing advice on methods and experimental techniques.
- Develop, establish, and pursue appropriate analytical protocols and techniques to support research
- Manage own research and laboratory activities, coordinating experimental work to deliver defined projects.
- Develops and adapts experimental techniques, applying specialist knowledge to test hypotheses and refine approaches.
- Participate in writing research articles at a national level for peer-reviewed journals, book chapters, and reviews. Present papers at national conferences, and lead seminars to disseminate research findings
- Organise, and delegate work to other members of the team and coach other members of the group on specialist methodologies or procedures
- Assist in collaborative projects with colleagues in partner institutions, and research groups
- Use scientific equipment in a laboratory environment
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

## Selection criteria

### Essential

- Hold a relevant PhD/DPhil, or equivalent qualification, in viral immunology, cellular immunology or a related field.
- Demonstrable experience of conducting immunological or infectious disease research in a research laboratory.
- Sufficient specialist knowledge to develop, optimise and apply experimental research methodologies.
- Ability to independently plan and organise experimental work and contribute effectively to the delivery of a research project.
- Experience analysing and interpreting experimental data and presenting scientific findings.
- Practical experience of ELISpot assays.
- Practical experience of flow cytometry, including acquisition and analysis of multiparameter flow cytometry data.
- Practical experience of ELISA or related immunoassay technologies.
- Ability to work effectively both independently and as part of a multidisciplinary research team.
- Excellent record keeping and commitment to high standards of laboratory practice, data management and research integrity.

### Desirable

- Experience of B-cell receptor (BCR) sequencing or other immune repertoire sequencing approaches.
- Experience of bioinformatic analysis of sequencing or immunological datasets.
- Experience working with primary human clinical samples and/or longitudinal cohort samples.
- Experience with antigen-specific B-cell assays or other cellular immunology techniques.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:



- Lone Working
- Work in hot or cold environments
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with any substance which has any of the following pictograms on their MSDS:



- Standard manual handling

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## Information for internal candidates

If you currently work at the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly to [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk).

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

# Important information for candidates

## Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

