**DEPARTMENT OF PHARMACOLOGY**
**UNIVERSITY OF OXFORD**

Head of Department
Professor Fran Platt

# Job description and selection criteria

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| **Job title** | Postdoctoral Research Assistant in Biological Mass Spectrometry |
| **Division** | Medical Sciences |
| **Department** | Department of Pharmacology |
| **Location** | Mansfield Road, Oxford OX1 3QT |
| **Grade and salary** | Grade 7: £40,178 - £48,700 per annum |
| **Hours** | Full time |
| **Contract type** | Fixed-term for 24 months, funded by the Wellcome Trust |
| **Reporting to** | Associate Professor Sabaz Mohammed |
| **Vacancy reference** | 189658 |
| **Additional information** | |

## *Committed to equality and valuing diversity*

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Department of Pharmacology holds a departmental silver Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women

**The role**
Reporting to Associate Professor Shabaz Mohammed, the post holder is a member of a research group with responsibility for carrying out research into developing mass spectrometric strategies for Protein-Biomolecule interactions as part of a Wellcome Trust-funded collaborative grant. The post holder provides guidance to less experienced members of the research group, including postdocs, research assistants, technicians, and PhD and project students.

**Responsibilities**
- Manage own academic research and administrative activities. This involves project management, to co-ordinate multiple aspects of work to meet deadlines
- Adapt existing and develop new scientific techniques and experimental protocols
- Test hypotheses and analyse scientific data from a variety of sources, reviewing and refining working hypotheses as appropriate
- Contribute ideas for new research projects
- Develop ideas for generating research income, and present detailed research proposals to senior researchers
- Collaborate in the preparation of scientific reports and journal articles and occasionally present papers, lectures and posters
- Use specialist scientific equipment in a laboratory environment
- Act as a source of information and advice to other members of the group on scientific protocols and experimental techniques
- Represent the research group at external meetings/seminars, either with other members of the group or alone
- Carry out collaborative projects with colleagues in partner institutions, and research groups
- Maintaining standard and bespoke mass spectrometers
- Maintaining (up to class 4) lasers

**Selection criteria**

**Essential**
- Hold a relevant PhD/DPhil in Chemistry, Physics or a similar degree (or be close to completion), together with relevant experience
- Possess sufficient specialist knowledge in the discipline to work within established research programmes
- Ability to manage own academic research and associated activities
- Previous experience of centrally contributing to publications
- Previous experience of contributing to presentations
- Ability to contribute ideas for new research projects and research income generation

- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings
- Experience with instrumentation for the manipulation of ions.
- Experience in working with vacuum systems.
- Knowledge of ion optics
- Practical experience with several mass spectrometer types.
- Practical experience with common fragmentation approaches utilised in the field of mass spectrometry.
- Knowledge of complementary structural and biophysical methods.
- Practical experience with handling and maintaining lasers
- Experience with developing routinely usable methods.

**Desirable**

- The ability to carry out analytical procedures that are applied for proteome characterisation to a high degree of precision.
- Able to analyse quantitative proteomic data with a degree of statistical rigour using common freely available software packages.
- Proficiency in handling large datasets including bioinformatics and biostatistics.
- Experience of independently managing a discrete area of a research project
- Experience of actively collaborating in the development of research articles for publication
- Practical experience with handling and maintaining lasers.
- Practical experience with constructing and maintaining nanoLCMS systems.
- Practical experience with MS method development.

**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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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

**Additional security pre-employment checks**

Due to the work being carried out in the Department, this job will require additional security pre-employment checks:

- a satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)**.**

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## Department of Pharmacology

**Top of the QS World University Rankings for Pharmacy and Pharmacology 2019-2021**

The Department of Pharmacology is based in the University's science area in the centre of Oxford. The Department houses around 220 researchers, postgraduate students and support staff, and has excellent facilities. The members of the Department, associated staff and visiting scientists are all engaged in the investigation of basic questions concerning the interaction of chemical substances with biological systems.

Research in the Department is focused on cell signalling, cardiovascular pharmacology, ion channel and molecular pharmacology and neuropharmacology. In many of these areas the Department plays a leading role in the international pharmacological community. The research of the Department has consistently been given a very high ranking in the Government's assessments of research in Universities and was rated first in the UK, within Biological Sciences, in terms of quality (ie greatest volume of 4* work) and volume (the power ranking) in the recent Research Excellence Framework (REF) exercise..

For more information please visit: www.pharm.ox.ac.uk

## Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 15 clinical departments and 5 non-clinical departments.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit www.medsci.ox.ac.uk

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work.

Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.
Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

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## 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.

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## 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.

***For Professional services posts include wording below***

- Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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## 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).

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## 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 at admin@pharm.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.

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## 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://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/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 70th 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.

**Equal 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.

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## Benefits of working at the University

### Employee benefits
University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See https://www.ox.ac.uk/about/jobs/working-here.

### Employee Assistance Programme
As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing

### University Club and sports facilities
Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk//.

### Information for staff new to Oxford
Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See https://www.ox.ac.uk/about/jobs/life-in-oxford

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration

### Family-friendly benefits
We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://www.ox.ac.uk/about/jobs/explore-our-

careers/applications-process/terms-and-conditions-of-employment. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare.

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Contact the University's Staff Disability Advisor at staffdisability@admin.ox.ac.uk for further information.

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause.

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

## Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support/researcher-hub/about