

JOB DESCRIPTION

Job Title: Post Doctoral Research Assistant

Grade: AC1

Department: School of Science

Responsible to: Reader of Drug Delivery and Membrane Trafficking

Responsible for: N/A

Key Contacts: Reader of Drug Delivery and Membrane Trafficking, School of Science, Exogenix Laboratory, GUEL and GRI

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

To main purpose of the role is to conduct high quality research and enterprise in the area of gene silencing. The person appointed will be expected to:

- Engage in research and enterprise in the area of exosome mediated gene silencing area and in so doing contribute to the research profile of the School of Science and to the UoA3a REF submission of the Exogenix research group.
- Contribute to the delivery of some high quality, innovative and effective education and training in the specialist areas of research and enterprise.
- Contribute to the effective operation of the Research Group and any associated facilities.

KEY ACCOUNTABILITIES

Team Specific:

- Engage in subject specific research leading to the publication and/or dissemination of original work.
- Contribute to the research profile of the academic unit and to the REF submission of Exogenix research group.
- Undertake defined research and/or enterprise activities under the leadership of a principal investigator.
- Support the development of funding bids which contribute to the acquisition of internal and external resources to fund research and/or enterprise.

- Support the disseminate research and enterprise findings at national conferences and symposia.
- Engage with the national or regional public/cultural sectors/business, industry/professional bodies in relation to research or enterprise.
- Support the supervision of PGR students.
- Contribute (under the guidance of an experienced lecturer) to the delivery of some high quality, innovative and effective education and training in specialist areas of research and enterprise.
- Supervise undergraduate and masters research projects if requested.
- Proactive contribution to Exogenix research group plans, activities and efficient working practices.
- Promote your work and represent your discipline and the work of the University internally and externally.
- Contribute to the continuous improvement of the student experience.
- Effective cross working with Professional Services to support students.
- Support relationship management and engagement with key national or regional public/cultural sectors/business, industry/professional bodies in relation to research and/or enterprise.
- Contribute to the general academic administrative work of the Department/School and Faculty.
- Record, report and teach scientists how to perform experiments.

Generic:

- Assist the Exogenix Research Group in achieving the School of Science's KPIs.
- Contribute to School of Science plans, activities and efficient working practices.
- Contribute to achieving the University's mission of Education Without Boundaries and values (Inclusive, Collaborative, Impactful) through engagement with University initiatives.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.
- General lab maintenance (autoclaving, taking out trash, adhering to local and national Health and Safety requirements, record keeping).

Managing Self:

- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.
- Keep records and report data to the project manager and to the funder (GRI).

Core Requirements:

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the School of Science delivers the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of Department/School as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- School of Science colleagues and stakeholders
- Exogenix Laboratory colleagues
- GUEL
- GRI

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience with and using attenuated protein toxins to deliver siRNA to cells.
- Experience monitoring gene knockdown in mammalian cells using RTqPCR and Western Immunoblotting.
- Experience working with sub- 500 μ Ci quantities of 32 P and using it to label siRNA.
- Awareness of external funding for research.
- Specialist knowledge in the discipline to support the research area and to deliver some specialist teaching or training programmes.

Desirable Criteria

- Experience interpreting data and writing scientific reports.
- Experience working within a small team as well as independently.
- Author or co-author of research published in peer reviewed journals or conference proceedings.
- Supervision of student research activities.
- Supervision of postgraduate research students.
- Student care and pastoral provision.
- Dissemination of research and/or enterprise findings at conferences or symposia.
- Engagement with national or regional public/cultural sectors/business/industry/professional bodies in respect of research.

SKILLS:

Essential Criteria

- Specialist research skills appropriate to the appointment:
 - Mammalian cell culture
 - Fluorescence confocal microscopy
 - RTqPCR
 - Western Immunoblotting
 - Radiochemistry
 - Subcellular fractionation
 - MTT assays
 - Experience working with 32 P
- Ability to both work independently and (where appropriate) as part of a team.
- Effective communication skills Outstanding organisational, IT communication and interpersonal skills.

Desirable Criteria

- Recombinant protein characterisation by western immunoblotting and SDS PAGE
- siRNA characterisation by native Page and agarose gel electrophoresis
- Ability to work well under pressure and to deadlines

QUALIFICATIONS:**Essential Criteria**

- Undergraduate or Master's degree in Pharmaceutical Science or relevant field.

Desirable Criteria

- PhD in Drug Delivery, Cell Biology and Gene Silencing or related field.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A