

# Job pack



## Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

## Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

### Staff benefits

- Annual leave – the full-time annual leave entitlement is 30 working days (not including bank holidays).
- [Season ticket loan scheme](#)
- [Pension scheme](#)
- [Reward and recognition schemes](#)
- [Cycle to work scheme](#)
- [Qmotion sport fitness centre](#)
- [Employee Assistance Programme](#)
- [Family friendly policies](#)
- [Flexible working practices](#)
- [On-site day nursery](#)

## Job description

| Job details                                 |  |
|---|--|
| <b>Job title</b>                            | Research Technician  |
| <b>School/Dept/Institute Centre/Faculty</b> | Blizard Institute, Centre for Neuroscience, Surgery and Trauma |
| <b>Reports to</b>                           | Principal Investigator   |
| <b>Grade and salary</b>                     | Grade 3 Technical  |
| <b>Hours per week</b>                       | <b>Part-time</b>   |
| <b>Appointment period</b>                   | 12 months  |
| <b>Current location</b>                     | Whitechapel  |
| <b>Work activity type</b>                   | Technical  |

### Job context

The post is within the Barts and The London School of Medicine and Dentistry, which is part of Queen Mary University of London. Ranked in the top 10 in the 2014 Research Excellence Framework, Queen Mary is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine and Dentistry and Science and Engineering. It is one of the 24 leading UK universities represented by the Russell Group, that are committed to maintaining the highest levels of achievement in research, an outstanding teaching and learning experience, excellent graduate employability and strong links with business and the public sector.

The Blizard Institute is the largest institute of the Barts and The London School of Medicine and Dentistry. The research and education span a range of areas of modern biomedicine, with particular expertise in cell biology, genomics, immunology, neuroscience and trauma sciences. The Centre for Neuroscience, Surgery and Trauma is the largest research centre within the Blizard Institute, with more than 120 research active staff and PhD students. It provides a supportive and friendly environment. It offers a comprehensive neuroscience teaching programme, at both undergraduate and postgraduate levels, which is highly successful. Within neuroscience research, it has a well-established national and international reputation in the field of neurotrauma, neuroimmunology, neurodegenerative disease and neurogastroenterology.

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### Job purpose

The post-holder will be expected to be involved in all aspects of the in vitro and clinical trials carried out by the Multiple Sclerosis group.

The post-holder will be expected to have some familiarity with in vitro techniques such as cell culture, immunoassays and also with immunohistochemistry. They will also be expected to support clinical trials in study recruitment and sample processing. The post-holder will be expected to support other members of the group in their work, including planning and executing experiments. This post will also offer training opportunities in the Centre in the most up to date techniques used for the analysis of disease biomarkers, such as FACS and the use of platforms such as including Mesoscale and Simoa.

The post-holder will be part of a team of post-doctoral researchers and doctoral students. The post-holder's activity will be coordinated on a daily basis by a senior researcher in the group, Dr Sharmilee Gnanapavan. The role of the post-holder will be essential in the successful conduct of the studies carried out in the group.

### **Main duties and responsibilities**

1. Select, order and assemble all the material used for in vitro experiments. Participate in clinical trials.
2. Review and optimize standard operating procedures for collection, processing and storage of biological samples.
3. Processing of biological fluids and tissues upon completion of experiments, including extractions/fractionations (e.g. plasma/serum, CSF, cultured cells), concentration/purity essays, cell.tissue cryoprotection, cell plating, immunocytochemistry and immunohistochemistry.
4. Safe keeping and constant updates of generated research data.
5. Liaise and interact with the other members of the group involved in all the phases of the research studies.
6. Actively participating in the planning and definition of strategies for the success of the project.
7. Utilize technical knowledge and experience to ensure the smooth running of daily activities.
8. Ensure that equipment/apparatus in own area is maintained in accordance with day to day operational requirements.
9. Advise on stock requirements of equipment and consumables.
10. Maintain a safe working environment in accordance with Health and Safety procedures.
11. Apply a good working understanding of specialized techniques, equipment and systems to carry out a range of defined tests and analyses.
12. Ensure accurate completion of documentation and records.
13. Resolve a range of standard work problems independently, referring more complex problems to a senior colleague.
14. Plan and organize a range of technical support tasks to time and quality standards.
15. Prioritize own standard and non-standard work schedule.
16. Contribute to the day-to-day technical running of a small work area/research project.
17. Work is allocated by line manager and/or senior researcher/chief technician. May work independently, but under general direction of line manager and/or chief technician.
18. Communicate and liaise with users of the technical service from within and outside the Centre/Institute /School.
19. Attend relevant meetings as requested by a manager, to support standard work activities.
20. Advise own resource requirements for individual projects/tasks.
21. Monitor and have responsibility for finances and other resources to meet work requirements as directed by the line manager.
22. Monitoring of service contracts.
23. Support student learning through the development and demonstration of standard equipment and techniques
24. Provide standard guidance and advice to junior colleagues/students through on-the-job training/coaching in own area, in the use of equipment and techniques.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.**

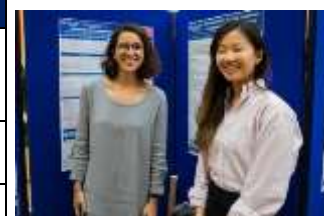
## Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

| Qualifications   | Essential                           | Desirable                           |
|--|-------------------------------------|-------------------------------------|
| Minimum of up to 2 A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City & Guilds)                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Degree level qualification   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Experience/Knowledge   |                                     |                                     |
| Previous experience and exposure to standard laboratory techniques, such as preparations of buffer solutions, preparations of antibody solutions | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Good previous experience in biochemical assays use and development, including ELISA or Western Blot  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exposure to aspects of biological samples collection and handling  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exposure to clinical trials  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Good understanding of Health & Safety regulations & procedures   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Experience with standard laboratory equipment  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Computer literate  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Skills/Abilities   |                                     |                                     |
| Strong communication skills, both written and verbal   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Manual dexterity   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Expected to be competent in undertaking a range of technical support activities without constant guidance  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| A good disposition towards problems solving and strategic planning   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ability to exercise initiative and judgement   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| The ability to work both independently and as part of a team   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Other  |                                     |                                     |
| This post is subject to a criminal record check  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| *The ability to meet UK 'right to work' requirements.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |



\* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](#) to verify their right to work.

## Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

## Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For **additional** information on both visa sponsorship and non-sponsorship **visa** routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

## Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



## Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world-leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

## EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional [Athena SWAN](#) award for advancing gender equality, and is also a [Stonewall Diversity Champion](#) and commits to advancing LGBTQ+ inclusion by submitting to the [Stonewall Workplace Equality Index](#). We also offer a number of development programmes including [Springboard](#), [Aurora](#) and [B-MEntor](#). We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact [hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk).

### **Flexible working:**

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](#) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

### **Family Friendly Policies:**

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](#) with enhanced rates of pay available for family-related leave, following a qualifying period of service.





## Further Information

Details about the school can be found at:

[www.qmul.ac.uk/xxx](http://www.qmul.ac.uk/xxx)

Informal enquiries should be made to:

**Name: Jyoti Salhan**

**Tel: 020 7882 3637**

**Email: [j.salhan@qmul.ac.uk](mailto:j.salhan@qmul.ac.uk)**

## General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

