

1. Advertisement

Post Title: Scientific Officer

School/department: School of Life Sciences

Hours: part time up to a maximum of 0.8FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Permanent

Reference: 6592

Salary: Starting at £42,149 rising to £50,296 per annum, pro rata

Placed on: 17 September 2021

Closing date: 28 October 2021 Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: ASAP

The School of Life Sciences is at the forefront of research in the biological sciences in the UK, coming in the top 10 in the REF 2014.

We wish to appoint a Scientific Officer to manage and run the School of Life Science's NMR Facility. The role provides a core service facility for NMR analysis for a range of disciplines across the School of Life Sciences. The management of an effective and efficient specialist facility. Ensuring a safe environment for staff, students and visitors.

An overview of research within the school can be found at [School of Life Sciences](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds

The School of Life Sciences is committed to increasing the diversity of its staff and providing an inclusive working environment. The School currently holds an Athena SWAN Silver Award, has developed a Race Equity Action Plan and hosts an active Equality, Diversity and Inclusion working group.

Applications are particularly welcomed from Black and minority ethnic candidates, and women, trans and non-binary candidates, who are under-represented in the School of Life Sciences.

Applications to posts from candidates who wish to work part-time or as job-sharers are welcome.

The University offers various schemes to provide real benefits to parents, these can be found at [Family Friendly Policies](#)

Potential candidates are strongly encouraged to make informal contact with Robert Fowler (R.E.Fowler@sussex.ac.uk; [he/him]) before applying.

Applications should be accompanied by a full CV.

For full details and how to apply see our [vacancies page](#)

2. The School of Life Sciences

The [School of Life Sciences](#) has a mission statement *to enhance human health and environmental sustainability, through research, education and knowledge exchange*. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence.

The School is the largest in the University in terms of research activity, with an annual research income of c£16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

Academics within the School of Life Sciences apply their [research](#) to create impact in areas as diverse as addressing neurodegenerative diseases, saving endangered species, fostering sustainable agriculture and developing diagnostics for cancer and rare diseases. In the most recent Research Excellence Framework (REF2014), more than 96% of the School's research was rated as 'world leading', 'internationally excellent' or 'internationally recognised', putting us above many Russell Group institutions. As part of our research impact, we have developed relationships with business, policy and community partners. Our vibrant post-graduate research community is made up of around 180 PhD students and they are key to our success, undertaking cutting-edge research across all of our areas of interest in the Life Sciences.

Research in the School of Life Sciences is structured into [six collaborative Subject Groups](#), led by a Subject Chair who is a leader in their field. These are *Biochemistry & Biomedicine*, *Genome Damage and Stability Centre*, *Neuroscience*, *Evolution, Behaviour & Environment*, *Sussex Drug Discovery Centre* and *Chemistry*. The Head of School (Professor Sarah Guthrie, in post since 2017) leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research, the other on education), the School Administrator and the Director of Technical Services. Wider School organisation and administration is overseen by the School Management Committee, which includes the Subject Chairs and others in Directorship roles.

The School's teaching is firmly based on our research excellence and offers students an intellectually stimulating yet supportive experience, with opportunities for personal research experience and use of modern technology to enhance learning. The School has a population of around 1650 undergraduates studying a [range of subjects](#) across the School's expertise. For each degree we offer a 3-year BSc and a 4-year integrated Masters (MSci or MChem). We also offer a Life Sciences Foundation Year, which is ideally suited for students whose A-level (or equivalent) qualifications don't meet the requirements for direct entry on to our BSc/MSci degrees. We have a population of around 85 postgraduate taught students undertaking [MSc or MRes courses](#) across our subject expertise.

The School is committed to the [University's core values](#) of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, [championing initiatives](#) that meet the [University's goals](#) of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award

and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate and the University supports the [Trans Rights are Human Rights](#) UK initiative. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. Job Description and Person Specification

UNIVERSITY OF SUSSEX

Job Description for the post of: Scientific Officer

Department	Chemistry
Section / Unit / School	Life Sciences
Location	Chichester 2 Building
Grade	Professional Service: Technical Grade 8
Responsible to	Head of Technical Services
Responsible for	Facility support staff

Purpose of the post - The role provides a core service facility for Nuclear Magnetic Resonance (NMR) analysis for a range of disciplines across the School of Life Sciences and external users. The management of an effective and efficient specialist facility. Ensuring a safe environment for staff, students and visitors.

Key Responsibilities:

1	Planning, co-ordinating and operational management of the facilities in your jurisdiction to ensure that a reliable and sustainable service is available to meet the needs of the department.
2	Contribute to the development of Facility policy and quality standards for service and service level definitions.
3	Ensure the implementation of a safe working environment across the facilities in your jurisdiction, using good working practices in line with relevant local and legal requirements. Assist in the auditing of safety procedures, including preparation of risk or other safety assessments, and ensure that standard operating procedures are in place.
4	Carry out budgeting exercises and implement cost control measures, within the facilities in your jurisdiction, within policies laid down. Provide budgetary advice and information to management to support decision making. Order apparatus and materials where necessary.

5	Monitor and manage resources, plan and adapt the service to meet user needs within the facilities in your jurisdiction.
6	Responsible for monitoring and completing maintenance schedules for facility equipment, ensuring that equipment is functional at all times. Responsible for ensuring that all repairs are carried out and service records are kept up to date. Identifying equipment that needs replacing and preparing specifications and bids for purchase, in consultation with relevant user groups.
7	Attend department meetings and communicate with departmental or other University staff on facility issues where appropriate.
8	Communicate expert advice, instruction, training and guidance to a range of staff and students in techniques and operation of facility equipment / apparatus as may be required.
9	Participate in specialist networks and undertake development activities in order to keep knowledge and skills up to date and relevant for subject specialism. Apply working knowledge of theory and practice, sharing this knowledge with others as appropriate.
10	Develop and liaise with a range of internal and external contacts, ensuring that relevant and timely information is provided, and establishing useful contacts for the future.
11	Participate in recruitment for technical staff within the department, and subsequently take responsibility for their induction, performance management and development, with regard to an identified area of specialism.
12	Support of students
13	Ability to participate in delivery of teaching within Chemistry and Life Sciences aligned to the specialism of Nuclear Magnetic Resonance

This Job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date: September 2021

**EXTRA FACTUAL DETAILS
DUTIES SPECIFIC TO THE ROLE**

This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to constant review in the light of the strategic development of the Department. The post holder may be asked to undertake such duties as may be properly delegated following discussion and consultation.

General Admin/Finance

- Managing the purchasing, recording use, safe storage and collection of consumables, gas cylinders, dry ice, liquid and gaseous nitrogen and liquid helium in relation to use in the facilities
 - Employ an appropriate booking and management system to control and record use of the facility(s), ensuring use is traceable and auditable
 - Managing the internal and external recharges for the facility(s). Working with the finance teams to ensure recharges accurately reflect use and that a stable finance model for the facility is employed.

Health and Safety/Environmental Issues

- Ensuring all facility users, working within the area of responsibility, comply with

all basic University / School Health & Safety policies. This will include compliance by all staff with current rules governing work with COSHH, genetically modified organisms (GMOs), biological samples, human tissue etc. Ensure all required assessments are in place, approved and up to date.

- Advising on the health and safety of safe use of the equipment and any plant/service equipment in the facility
- Develop and deliver health and safety inductions to staff and students on the use of the facility
- Provision of safety advice to SEF staff when needed, especially with respect to the facility and equipment therein.
- Responsible for the writing and reviewing of risk assessments linked to the facility and the service provided

Other Duties

- Ensuring the facility(s) are maintained in a clean, functional and safe condition, reporting and recording any infrastructure problems through to correct channels.
- Ensure preventative maintenance of all Nuclear Magnetic Resonance equipment, where possible
- Assisting in the applications for grants, providing costing information, ensuring accurate costing for expected use, advise on appropriate methodologies and in the applying for more funding to renew facility equipment.
- In collaboration with the Head of Technical Services and with the guidance of the Academic Leads the post holder will take an active role in the training and mentoring process for junior or newly appointed staff/students
- To contribute at a level appropriate with the grade, to internal and external audit procedures, and to regulatory inspections.
- To actively engage in the Personal Development Process
- Assist Technical Managers and/or Laboratory Managers for efficient integration of the facility into the local infrastructure. For example, by identifying and tracking equipment held on the University asset register
- Any other duties commensurate with the grade and skill base of the role holder as directed by Head of Technical Services in agreement with the Academic Lead.
- Support the teaching lab and project students at different levels
- Liaise with all research groups across the school to support them in different levels of their needs

The post holder will be expected to work independently although supervision will be available in the event of a problem. They will be expected to plan their own work programme, and to respond to requests for work in an organised and logical manner, responding to the strategic priorities of the Department. The post holder will be expected to contribute to the overall co-ordinated effort within the laboratory and to liaise with members of staff within the Department and visiting scientists at all levels.

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Person Specification for the post of: Scientific Officer

SKILLS / ABILITIES

	Essential	Desirable
Ability to work as part of a team and also to take on the role of team leader with the aptitude to motivate others when required	X	
Proven ability to work independently, analyse changing situations especially within the laboratory and health and safety arena and use initiative where appropriate.	X	
Demonstrable IT skills in Word, Excel, other databases, email, and internet.	X	
Excellent numeracy & literate skills with excellent oral and written English communication skills. Articulate, tactful and capable of fostering good working relationships with academic, technical and SEF staff	X	
Excellent organisation and administrative skills being able to work effectively with others	X	

KNOWLEDGE

	Essential	Desirable
In-depth practical knowledge in using Nuclear Magnetic Resonance, and/or proven ability to learn and assimilate new methodologies and techniques	X	
Experience with NMR Spectroscopy related to biological structures		X
Working knowledge of Health and Safety and its relevance to operational procedures e.g. risk assessments, safety procedures, COSHH etc.	X	
Proficiency in commonly used analysis pipelines/software packages	X	
Sufficient knowledge and/or expertise to work on day to day issues in own area without direct or continuous reference to others.	X	
Knowledge of TRAC and its relevance/use in a research facility		X
Ability to mine equipment usage data to provide strategic input to service provision.	X	

EXPERIENCE

	Essential	Desirable
Experience of managing a team of people on a permanent basis.		X
Experience of training, preparing and instruction of laboratory equipment	X	
Experience of purchasing within the HE environment	X	

QUALIFICATIONS

	Essential	Desirable
Degree or equivalent professional qualification in an appropriate subject or proven extensive relevant experience	X	

Doctorate degree or PhD in an appropriate subject or proven extensive relevant experience		X
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PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas.	X	
Dependable and reliable.	X	
Willing to coach and instruct other team members.	X	
Flexibility to work outside normal hours if required.	X	
Friendly and approachable	X	
Willingness to supervise, work as part of and contribute to a team to help students and academics achieve their goal	X	
Proficiency to handle confidential matters expeditiously	X	