

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job title: | Research Assistant |

|  |  |
| --- | --- |
| Pay Band | Band 4 |

|  |  |
| --- | --- |
| Department: | Vaccines and Diagnostics |

|  |  |
| --- | --- |
| Reporting Structure: | Director of Research and Innovation  Vaccines and Diagnostics  Band F Scientist  OPA Group  Research Assistant |
| Staff reporting to postholder: | None |

|  |  |
| --- | --- |
| Main purpose of job: | To provide technical support to the OPA group, who carry out research into an important respiratory virus of sheep, in various areas of the work including sample acquisition, nucleic acid extraction, sequencing, PCR and cell culture as well as supporting Institute infrastructure initiatives. |

|  |  |
| --- | --- |
| Main duties of postholder: | Assist in the collection of biological samples from animals either live or post mortem.  Perform nucleic acid extractions, PCR, and basic sequence analysis.  Perform RNA extraction, qRT-PCR and basic quantitative analysis.  Monitor reagents/consumables and restock as required to ensure adequate laboratory supplies and manage technical equipment (including service and repairs).  Maintain inventories of archived material  Regularly update records for Risk Assessment, SOPs, sample storage and test results. |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Attainments:** | Minimum HND in Biological Sciences or equivalent. |  |
| **Experience:** | Research or diagnostic environment. |  |
|  | Previous experience in basic molecular biology techniques. | Previous experience in cell culture. Use of microbiological safety cabinets. |
|  | Preparation of biological samples for in vitro and diagnostic assays. |
| Recording and archiving data. | Handling, manipulating and storing large data sets |
| Full proficiency in standard IT packages (eg Word, Excel, PowerPoint etc) |  |
| Understanding of Health and Safety Regulations. |  |
| Time management and meeting deadlines. |  |
| **Communication** - excellent interpersonal and communication skills, oral and written, when dealing with a wide range of managers, staff and other contacts face to face, by remote communication platforms such as Teams, by email and by telephone.  Ability to contribute to discussion at meetings plus taking minutes and writing up.  Ability to write reports or briefs. | Ability to write Standard Operating Procedures and logbooks. |
| **Managing relationships** – ability to deal with a wide range of people with tact and diplomacy | Able to supervise students or visitors and address any related issues as required, alongside the Laboratory Manager. |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills:**  **continued** | **Team working** - ability to work flexibly and effectively as part of the team. | Able to build and maintain effective working relationships with a range of people. |
| **Resilience/Flexibility** - strong ability to work to tight deadlines, deal with ambiguity and operate within a dynamic environment under constantly changing circumstances. | Resourceful, able to deal with unplanned occurrences, ability to mitigate their consequences by finding alternative solutions where possible to minimize disruption |
| **Confidentiality** – awareness and appreciation of the importance of confidentiality. |  |
| **Planning and organisation** - able to work on own initiative, prioritise workload, plan activities taking into account deadlines, resources and prescribed milestones. |  |
| **Decision making** – able to take independent action where necessary in line with policies and procedures. | Ability to interpret and troubleshoot assay results.  Able to assess, identify and rectify equipment problems. |
| **Flexibility** – ability to adapt and work effectively with a variety of situations or individuals . | Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes. |
| **Other skills** (please specify) |  |  |
| **Other requirements** (please specify) | Flexible working approach | |