



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Scientific Operations Officer, Faculty of Medicine and Health



Salary: Grade 4 (£19,612– £22,417 p.a.)

Reference: MHLCM1221

Closing date: 10 March 2020

Scientific Operations Officer

School of Medicine

Leeds Institute of Cardiovascular and Metabolic Medicine

Do you have experience of working within a laboratory environment? Do you want to be part of a technically trained team providing a proactive support service to ensure a high quality scientific facility for researchers? Do you have experience of working within laboratory health and safety guidelines?

As Scientific Operations Officer, you will carry out technical laboratory duties as a pivotal part of a technically trained team who maintain a high quality scientific facility for researchers. You will be responsible for facilitating the day-to-day provision of a comprehensive and efficient technical laboratory support service for students and staff across the Institute.

You will promote good practice within the laboratory and be an initial point of contact for all researchers reporting problems and requesting advice and information regarding health, safety and well-being within the general laboratory infrastructure. Providing good customer service within a laboratory environment and a proactive and logical approach to problem solving will be an essential part of your role to provide efficient and effective support.

You will have experience of working in a biological or medical sciences based laboratory environment and evidence of practical laboratory skills and relevant research techniques including experience of basic histology, tissue culture, molecular and biochemical analyses.

What does the role entail?

As a Scientific Operations Officer your main duties will include:

- Promoting good practice within the laboratory and being an initial point of contact for all researchers reporting problems and requesting advice and information regarding health, safety and well-being within the general laboratory infrastructure;



- Ensuring laboratories, specialised rooms and communal stores and areas are maintained to a satisfactory standard in line with relevant health and safety practice;
- Support the efficient day-to-day running of specialist laboratories including the Liquid Chromatography/ Mass Spectrometry (LC/MS) facility;
- Contributing to Scientific Operations team meetings by providing updates and disseminating information locally and informally to Institute staff and students;
- Carrying out correct and safe disposal of waste, in line with University guidelines;
- Providing advice and basic training to research staff when necessary to facilitate laboratory work and ensure it is carried out in line with current health and safety practices;
- Work collaboratively with the Principal Investigators (PIs) and all laboratory based Institute staff and students;
- Carry out, and maintain a working knowledge of, basic laboratory techniques as required including tissue culture, molecular and biochemical analyses, LC/MS, microscopy;
- Supporting Service contracts renewal.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Kay White, Senior Scientific Operations Manager.

What will you bring to the role?

As a Scientific Operations Officer you will have:

- Experience of working in a biological or medical sciences based laboratory environment;
- Evidence of practical laboratory skills and relevant research techniques including basic knowledge of tissue culture, molecular and biochemical analyses, LC/MS, microscopy;
- An ability to work effectively as part of a team in a busy environment;
- Experience of working to laboratory health and safety guidelines;
- Experience of using Microsoft Office programmes such as Word, Excel and Outlook;



- The ability to work with accuracy and attention to detail;
- The ability to work independently and manage own time effectively to adhere to deadlines;
- Evidence of a proactive and flexible approach including a willingness to work flexibly across different sites if required;
- Commitment to personal and professional development for self and others and willingness to undertake training.

You may also have:

- A levels including biology or chemistry and another science based subject or equivalent vocational qualifications (e.g. NVQ, City and Guild);
- Knowledge of University processes and procedures, in particular in relation to laboratory good practice, health and safety and laboratory procedures;
- Ability to learn new systems and alternative ways of working;
- Experience of developing or optimising laboratory methodologies;
- Experience of training junior colleagues or students in laboratory based techniques.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Kay White, Senior Scientific Operations Manager

Tel: +44 (0)113 343 7712

Email: K.L.M.White@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)



Find out more about the [School of Medicine](#) and the [Leeds Institute of Cardiovascular and Metabolic Medicines \(LICAMM\)](#)

Find out more about our [research](#) and [associated facilities](#).

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

