Job Description

**Job Title:** Research Associate

**Department/Division/Faculty:** Molecular Sciences, Institute of Clinical Sciences, Medicine

**Campus location:** Hammersmith

**Job Family/Level:** Research Associate Level

**Salary Range** £37,486 - £46,499 per annum

**Responsible to:** Professor Petra Hajkova

**Contract type:** Full-time, fixed term for one year with a possibility for an extension

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**Research Programme**
The research programme of the Reprogramming and Chromatin group led by Professor Petra Hajkova focuses on investigation of molecular mechanisms underlying epigenetic reprogramming in vivo and in vitro (for further information, please visit [http://www.lms.mrc.ac.uk/Research/Groups/EDC/ReprogrammingChromatin/](http://www.lms.mrc.ac.uk/Research/Groups/EDC/ReprogrammingChromatin/))

**Purpose of Post**
The post is funded by the ERC grant to Professor Hajkova to investigate the developmental dynamics of nucleic acid modifications.

The candidate will be expected to carry out research within the focus area of the Reprogramming and Chromatin Group; undertake project management and be involved in the supervision of PhD students in the laboratory. In addition, he/she will be expected to submit publications to refereed journals and to attract external research funding.

**Main Duties & Responsibilities**

**Research Duties**
- To take initiatives in the planning of research
- To direct the work of small research teams
- To identify and develop suitable techniques, and apparatus, for the collection and analysis of data
- To conduct data analysis
- To ensure the validity and reliability of data at all times
- To maintain accurate and complete records of all findings
- To write reports for submission to research sponsors
- To present findings to colleagues and at conferences
- To submit publications to refereed journals
- To provide guidance to staff and students
- To attend relevant workshops and conferences as necessary
- To develop contacts and research collaborations within the College and the wider community
- To promote the reputation of the Group, the Department and the College
- To provide guidance to PhD Students
- Contribute to bids for research grants
- To conduct and plan own scientific work with appropriate supervision.
- To maintain highly organised and accurate record of experimental work.
- To actively participate in the research programme of the Group and Unit
- To publish in high quality journals and to present data at national and international meetings
- To participate in Group/Unit research meetings and internal seminars.
- To collaborate with other allied scientists within Imperial College and elsewhere in London and
Job Description

Abroad, as appropriate

- To contribute to the smooth running of the Group's/Unit's laboratories and, facilities with other scientists, clinicians, technicians and students within the laboratories
- To assist in the supervision of undergraduate and postgraduate research students and research assistants as required
- To comply with the College, Division, and Unit safety practices and to attend courses on safety when appropriate
- Any other duties as may be deemed reasonable by Head of group as well as Head of Division

Other Duties

- To undertake appropriate administration tasks
- To be responsible for ensuring that data is accurate, up-to-date and complete.
- To attend relevant meetings
- To undertake any necessary training and/or development
- Any other duties commensurate with the grade of the post as directed by line manager / supervisor

Person Specification

Candidates/post holders will be expected to demonstrate the following:

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<tr>
<th>Requirements</th>
<th>Essential (E)</th>
<th>Desirable (D)</th>
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<tbody>
<tr>
<td>Candidates who have not yet been officially awarded their PhD will be appointed as Research Assistant within the salary range £34,397- £37,486 per annum</td>
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Education

- For Research Associate Level; a PhD in Biology, Biochemistry or a closely related discipline (E)
- For Research Assistant Level; a MSc or undergraduate degree in Biology, Biochemistry or a closely related discipline (E)

Knowledge/Experience

- Knowledge and experience in the field of chromatin and epigenetics (E)
- Knowledge of relevant biochemical and molecular biology research methods and statistical procedures (E)
- Competency in cell culture techniques (E)
- Computer literate with a good knowledge of different computer programs with experience in data presentation and statistical analyses (E)
- Knowledge and experience in biochemistry, organic chemistry and biological chemistry approaches (D)
- Knowledge and experience in the field of nucleic acid chemistry and metabolism (D)
- Practical experience in a broad range of biochemical techniques including HPLC and preferably experience with LC/MS (D)

Skills & Abilities

- Ability to develop and apply new concepts (E)
- Creative approach to problem-solving (E)
- Ability to conduct a detailed review of recent literature (E)
- Excellent verbal communication skills and the ability to deal with a wide range of people (E)
- Excellent written communication skills and the ability to write clearly and succinctly for publication (E)
- Ability to direct the work of a small research team and motivate others to produce a high standard of work (E)
- Ability to organise own work with minimal supervision (E)
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<tr>
<th>Ability to prioritise own work in response to deadlines</th>
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<td>Advanced computer skills, including word-processing, spreadsheets and the Internet</td>
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<td><strong>Other</strong></td>
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<td>Willingness to work as part of a team and to be open-minded and cooperative</td>
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<td>Flexible attitude towards work</td>
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<td>Discipline and regard for confidentiality and security at all times</td>
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<td>Willingness to undertake any necessary training for the role</td>
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<td>Willingness to travel both within the United Kingdom and abroad to conduct research and attend conferences</td>
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<td>Willingness to work out of normal working hours (including weekends) if the requirements of the project demand</td>
<td>E</td>
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Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

1. Champion a positive approach to change and opportunity
2. Encourage inclusive participation and eliminate discrimination
3. Communicate regularly and effectively within and across teams
4. Consider the thoughts and expectations of others
5. Deliver positive outcomes
6. Develop and grow skills and expertise
7. Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see [https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level. [http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/)

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.