

## Research Assistant in Antimicrobial Resistance (AMR) EPSRC Bridging the Gaps (0.6 FTE until 31 August 2017)

Job Ref: REQ16851

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### Job Description

**Job Grade** Specialist and Supporting Academic Research 5

### Project Description

The principal aim of the project is to facilitate and encourage multidisciplinary research in Antimicrobial Resistance (AMR) at Loughborough University (LU). The project objectives are to organise research workshops and networking events themed around AMR challenges to generate new proof-of-concept research project ideas and build interdisciplinary research teams to address these using pump-priming funding.

### Job Purpose

To support the Principal Investigator (PI) and the management team in delivering the project objectives.

### Job Duties

- To fulfill the project aims and objectives by assisting in the development of the AMR theme vision and strategy.
- To assist in the organisation, preparation and facilitation of multidisciplinary networking events including workshops.
- To manage paperwork related to the project e.g. in advance of Management group meetings and advisory board meetings (including taking meeting minutes at the meeting etc.).
- The research assistant will act as a point of contact for the project and will be responsible for effective communication of the AMR theme's activities both within the University as well as externally.
- To "horizon scan" for potential future funding opportunities. To support consortium building activities and bid writing.
- To attend internal and external bodies or committees as identified from time to time.
- To engage in training programmes in the University which are consistent with your own needs and aspirations and those of the LU AMR Network.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

### Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Special Conditions

This work may require travel to meet with companies and other stakeholders and consequently may require some flexibility with regard to working hours.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Senior Lecturer in Product Engineering.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Graduate level work experience.	1,2,3
	Experience of interaction with external partners.	1,2,3
	Experience of working directly with academic staff.	1,2,3
Skills and abilities	Excellent presentation, communication and interpersonal skills	1,2,3
	Ability to project manage and provide project information for external audit.	1,2,3
	Ability to establish and maintain good working relationships at all levels including within companies and universities	1, 3
	Self-motivated with ability to meet deadlines under pressure	1,2,3
	Ability to work independently and as part of a team	1, 3
	Demonstrable organisational skills	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
Qualifications	A good educational profile including an undergraduate level University degree (Class 2.1 or higher).	1
Other	Willingness to travel between company and university sites where appropriate.	3
	Willingness to work outside office hours occasionally to meet the demands of the job.	3
	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace	1, 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience in events management	1,2,3
Experience	Experience in project management	1,2,3
Skills and abilities	Knowledge of relevant Health & Safety issues	1,2,3

## Conditions of Service

The position is part time, 22.2 hours per week (0.6 FTE) and fixed term until 31 August 2017. Salary will be on Specialist and Supporting Academic Research 5 (£23,879 - £28,452 per annum pro rata) starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Dr Danish J. Malik, Department of Chemical Engineering, Loughborough University, Leicestershire, LE11 3TU, Email: [D.J.Malik@lboro.ac.uk](mailto:D.J.Malik@lboro.ac.uk), or Tel: +44 (01509) 222507.

## Applications

The closing date for receipt of application is **11 January 2017**. Interviews will be held on **19 / 20 January 2017**.