

The RAFT Institute
Information Pack for the position of:

Postdoctoral Research Assistant
Free Radical Research Group



March 2010

Thank you

Thank you for showing an interest in the Postdoctoral Research Assistant vacancy **RAFT** has advertised. We hope that you will find this pack both interesting and informative. The information provided will help you to decide whether to apply for the position and, if you do apply, will help you to complete the application form correctly. Please read the section on Privacy and Data Protection.

This application is for the position of Postdoctoral Research Assistant only.

At the top of each of the application form pages you will be asked to insert your name. This is very important because the different pages of your application may be split up and distributed to different people for assessment. Your identifying information will help to ensure that nothing gets lost.

Equal Opportunities

It is **RAFT's** policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes.

Pre-requisites for applying for this post

Due to the nature of the research there are certain absolute minimum qualification and experience requirements which have been listed below.

Applicants MUST have:

- a PhD in a relevant subject
- previous post-doctoral experience or demonstrate high potential to undertake excellent research
- ability to learn new techniques

Preference will be given to Applicants who have:

- experience of the use and biological applications of Electron Spin Resonance Spectroscopy combined with standard cell culture and biochemical techniques .
- Experience of 8-oxo-deoxyguanosine or other DNA damage assays / antibody work / confocal microscopy combined with standard cell culture and biochemical techniques

If you do not meet the minimum requirements (for example because you are studying for but have not yet obtained your PhD) your application will *not* be considered. Please do *not* apply unless you are completely confident that you meet the minimum requirements.

If you are shortlisted for interview, you will be required to produce physical proof of qualifications and evidence of UK work status at the interview.

We anticipate that the successful candidate will participate in two interviews.

The Application and Selection Process

Please complete ALL sections of the application form. If a section does not apply to you, please write 'not applicable' in the box.

Postdoctoral Research Assistant

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You may attach a CV to the application pack if you wish to do so. We will NOT consider incomplete application packs or CV's sent without a completed application pack.

Timetable for this selection process

Application closing date: 9 April 2010
All applications must be received by **RAFT** by 5pm on this date.

Shortlisting completion: 16 April 2010
We regret that we are unable to contact those people who have not been shortlisted. If you have not heard from us prior to the First Interview date we regret that your application was unsuccessful.

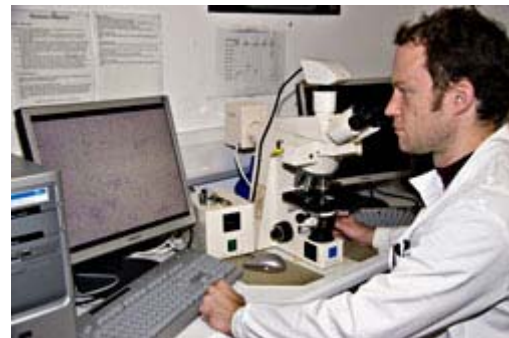
First Interviews: Week commencing 19 April 2010

Second (final) interviews will be completed shortly thereafter with appointment as soon as possible subject to notice periods and references.

The Charity – what we do

Skin cancer incidence in the UK is on the increase, not least because we are more often exposed to the sun's harmful rays on sunshine holidays. The problem among adults is well known to skin specialists, and there are now concerns over the rising incidence in young adults (melanoma is the most common cancer in young people aged 15 – 34).

RAFT is involved in research into prevention and early diagnosis of melanoma, the most aggressive form of skin cancer, as well as educational programs with regard to safe sun exposure as part of its skin cancer prevention work.



For details of other projects carried out by RAFT, please look at our website www.raft.ac.uk

About The Position

Postdoctoral Research Assistant (Free Radical Group)

The Postdoctoral Research Assistant will join a collaborative team, which is based both at the RAFT Institute (led by Dr Rachel Haywood) and at Newcastle University (led by Professor Mark Birch-Machin in the department of Dermatology) and at UCL (Dr Chris Kay).

The post is funded by a Cancer Research UK project grant for the next 2 years.

This Free Radical Research group is interested in the role of free radicals in human disease, and current work focuses on the role of free radicals in UVA-damage to skin, and the link with skin ageing and carcinogenesis.

The programme is to investigate ultraviolet-A (UVA) induced oxidative stress in skin and skin cells; its relation to mitochondrial /nuclear DNA damage and skin cancer, and the improvement of skin UVA protection

The post requirements are to:

- irradiate human skin biopsies and representative cultured skin substitutes with solar-simulated light and
- undertake electron-spin-resonance spectroscopic (ESR) analysis of irradiated skin, skin cells and sub-cellular components (mitochondria and melanosomes),
- characterise free-radical reactions using both continuous wave and pulsed ESR techniques (at UCL).
- study protective effects of antioxidants sunscreens and sunscreen filters against free-radical damage

Why the post has arisen

The award of a Cancer Research UK grant has created this post. The post is subject to funding by Cancer Research UK and therefore subject to periodic reports on progress. The successful applicant will be expected to contribute to these reports.

Typical working pattern

Core hours of 9am to 5pm but there may be scope for flexibility at the discretion of the Group Leader. There will be an occasional requirement to travel to meet collaborators.

Presentations and participation in conferences

The successful applicant will be expected to attend conferences, at the discretion of the Group Leader. Typically this will be 1 international and 1 national conference each year.

Charity expectations

There are some specific expectations for this position which are important for candidates to understand.

These overriding expectations are a reflection of the style and culture of the Charity. Before applying for this post *you should be completely comfortable about being able to meet these expectations.*

RAFT expects all of its management staff:

- To be self motivated and resilient
- To be able to work independently as well as in a team
- To be committed to achieving excellent results
- To understand and contribute towards the success of the Charity by being a public ambassador for **RAFT**
- To deal with colleagues with integrity and honesty in a collaborative manner
- To focus on the job in hand, follow approved protocols and work to accepted norms applicable to medical research charities

Research is highly demanding on a person's intellect, diligence, resilience and ability to prioritise.

We understand that not all people feel comfortable in working in such an environment, which is why we have brought this to your attention.

If you have *any* doubts as to whether you can fit into this profile, please do not apply for the job.

Postdoctoral Research Assistant

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Remuneration and Conditions of Employment

Salary will be at a point between £26,500 and £34,000 per annum depending on experience and skills above the pre-requisite requirements. The post is contracted on a two-year basis linked to the availability of funding.

Whilst there can be no guarantee that employment may continue after completion of the fixed term, **RAFT** is always interested in securing the services of talented individuals and will be pleased to consider an application for available positions at that time.

Applying

The Application Form is provided separately as a Word document and contains personal information forms and an opportunity for you to explain how your particular competence set meets the criteria for the post.

There is a separate Equal Opportunities Monitoring form, which we would ask you to complete and submit separately. This will be kept apart from your application and will be used for the purposes of monitoring the implementation of our Equal Opportunity policy. Completion of the form is entirely voluntary and completion or non-completion and its contents will not be a factor in deciding whom to shortlist for interview.

Privacy and Data Protection

If you decide to complete and submit an application, you will be asked to supply some personal data and provide further information about your background, some of which might be classified as sensitive personal data.

The Charity may ask an external consultant or some of its senior managers to review parts of your application as part of the evaluation process.

We believe that the information we are asking for and the way in which we intend to handle it

are proportionate to the need for us to make an informed decision about your candidacy. If you have any concerns about this we would appreciate you making this clear, in writing, in a separate letter attached to your application. We will consider any representations you may make and then decide how best to proceed. We may decide that we can accommodate your concerns or that to do so would render your application impossible to evaluate. If the latter is the case, we will return your application to you unevaluated for you to dispose of as you wish.

By submitting your application you are giving your consent to us handling your data in the manner we have described above. A further statement about Privacy can be found on our website: www.raft.ac.uk

Submission instructions

By email to recruitment@raft.ac.uk :
Please save the application form and attach it to an email as a Word document which includes your name in the file title in the following format POSTDOC-LASTNAME-FIRSTNAME. You should separately attach the Equal Opportunity Monitoring Form to your email if you wish to submit it. If you are also submitting a CV please ensure it is clearly marked with your name in the file name.

By post:
Please send your completed, signed application form to:
POSTDOC Applications,
RAFT, P O Box 27013,
London, N2 0WX.

You should enclose the Equal Opportunity Monitoring Form in a sealed envelope with your application if you wish to submit it. If you are also submitting a CV please ensure it is *attached* to your application.

E&OE

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