**Job Description**

**1. Job Details**

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| Job Title | CCAP Molecular Support Scientist | Department | Technical Support |
| Line Manager | CCAP Curator | Grade | 4 |
| Full Time/Part Time | Full Time (37hrs per week) | Duration of Appointment | 12 months |

**2. Job Purpose**

To support CCAP molecular biology commitments; Apply specialised technical knowledge to undertake molecular barcoding of CCAP strain holdings (protists: algae and protozoa) utilising DNA extraction, PCR and agarose gel electrophoresis; Adapt/develop robust protocols to fast-track CCAP molecular barcoding and specific primer design to barcode complex protists.

**3. Main Responsibilities**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | *Responsibility Areas* | *Approx. %*  *of time* | | Apply specialised technical knowledge and experience to meet deliverables for CCAP molecular barcoding: sequencing of CCAP strains (algae and protozoa), DNA extractions and PCR troubleshooting for curatorial and commercial activities. | 60 | | Develop methods + SOPs related to molecular barcoding and primer design for CCAP future application and training of staff in this area. | 25 | | Ensure all new sequencing data and protocols are properly recorded in internal drives. | 10 | | Laboratory training of staff, students and visiting scientists in molecular lab techniques and analyses. | 3 | | To follow QA accreditation and procedures to ensure compliance with ISO 9001:2015 accreditation. | 2 | | Be pro-active in the management of SAMS Health & Safety procedures | Ongoing | |  |

**4. Planning and Organising**

Effective time management to manage a dynamic workload and prioritisation to ensure successful and safe delivery of research responsibilities on time, and to cost and quality constraints. Plan and oversee the day-to-day technical running of own molecular work.

**5. Problem-Solving**

* Resolve problems with DNA extractions, PCR methods and development and liaise with relevant CCAP staff.
* Problems with lab equipment– consult with others or troubleshoot to find solution.

**6. Decision-Making**

* React positively to requests for help at relatively short notice.
* React and deal with any problems arising from equipment failure.
* Research and learn new techniques/skills.
* Time management and plan individual activities autonomously.

**7. Key Contacts/Relationships**

* Interact/liaise with CCAP curator, core staff, and CCAP PI in Molecular biology.
* Communicate and liaise with the wider scientific/research body on own area of work.
* Provide training to CCAP staff, students, and visitors.

**8. Knowledge, Skills and Experience needed for the Job**

Essential:

* Graduate, Post-Graduate or equivalent, with some work experience in a relevant field.
* Advanced technical experience in molecular in molecular biological procedures (DNA extraction, PCR, DNA analysis, DNA sequencing, primer design) with a focus on protists (algae and protozoa).
* Good team worker as well as ability to work independently and good oral and written communication skills.

Desirable:

* Experience and capability of method development to increase rate of molecular barcoding.
* Understanding and practice of microbiological aseptic techniques.

# **9. Dimensions – Scope of role**

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* Responsible for delivery of molecular barcode (DNA sequence) data.
* Responsible for method development and communication of training to CCAP staff.
* Supporting CCAP in its delivery of objectives as part of its National Capability funding.

**10. Any other relevant information**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.** If the normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

[WHAT SAMS CAN OFFER YOU (please right click and select open in new tab)](https://sway.office.com/7GSAUexj0DJC3tZz?ref=Link)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘D26/22.CRM’ in the subject line.

The closing date for applications **7th April 2023**

**Interviews will be held by the end of April 2023**

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)