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**Graduate CCAP Support Scientist**

**Job Description**

**1. Job Details**

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| Job Title: | Graduate CCAP Support Scientist | Department: | Technical Support |
| Line Manager: | CCAP Curator | Grade: | 3 |
| Full Time/Part Time: | Full time– 37 hours per week (Monday to Friday) | Duration of Appointment: | 18 months |

**2. Job Purpose**

To support CCAP activities: maintenance and supply of algae and protozoa and purification of contaminated strains; isolating new strains and ensuring their taxonomy, photographs and information is up to date. Lab management of CCAP-ARIES Centre Scaling up facilities and responsible for training and support delivery of CCAP ARIES projects (spanning SAMS/CCAP research, commercial and education). To follow procedures to ensure compliance with ISO 9001:2015 accreditation. To support CCAP molecular and cryopreservation activities as required. To contribute to SAMS commercial work by taking part in the Toxic Phytoplankton Monitoring Programme and other relevant projects.

**3. Main Responsibilities**

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| |  |  | | --- | --- | | *Role Description* | *Approx. %*  *of time* | | Lab manager of CCAP-ARIES Centre equipment located in Biolab1 and responsible for training related to the equipment. Responsible for delivery and support CCAP-ARIES centre activities. Supporting and performing experiments relating to SAMS research projects. | 35 | | Support the Food Standards Scotland (FSS) harmful algal bloom monitoring programme. This will include following Standard Operating Procedures in compliance with ISO 17025:2005 (receipt, settlement, retention, disposal) for the processing of seawater samples, accurate maintenance of records, dissemination of results, and sample analysis by light microscopy using enhanced taxonomic skills to identify and enumerate harmful phytoplankton. | 30 | | To independently maintain a section of CCAP strains (microalgae, macroalgae and protozoa), purification of contaminated strains and isolation of new strains ensuring all the information regarding the strains is up to date and updated in the database and website. Preparation and supply of strains to customers, providing advice on own area of work. | 20 | | Support cryopreservation and DNA extraction activities for CCAP curation. | 12 | | Support the delivery of CCAP related CPD courses and other teaching activities.  Support of SAMS students and visitors in relevant lab techniques. | 2 | | To contribute to the development of QA accreditation and follow procedures to ensure compliance with ISO 9001:2015 accreditation. | 1 | | Be pro-active in the application of SAMS Health and Safety Procedures | Ongoing | |  |

**4. Planning and Organising**

• Daily planning to balance CCAP core and CCAP-ARIES activities.

• Planning for order dispatch on weekly/biweekly basis.

• Planning and time management to set up and deliver CCAP-ARIES Centre projects.

• Long-term planning for maintenance and purification of cultures around other commitments up to 3 months in advance.

• As a manager of CCAP-ARIES scale up equipment located in Biolab1: Ensuring that laboratory equipment is maintained and serviced, taking appropriate action to diagnose and rectify faults by liaising with relevant maintenance personnel and equipment manufacturers. Supporting inventory of the chemicals stored in the laboratory, liaising with other staff on their requirements and sourcing the appropriate quality and best prices for products needed.

• Plan own workload to enable the processing and analysis of seawater samples for the presence of toxic phytoplankton, ensuring results are reported within contractual timeframe.

**5. Problem-Solving**

* As lab manager of CCAP-ARIES scale up equipment located in Biolab1, troubleshooting of equipment and improvement of methods.
* Problems with lab equipment consult with others or troubleshoot to find solution.
* Deciding on culture maintenance strategies when strains growing poorly.
* Resolve issues relating to erroneous information supplied with seawater samples for toxic phytoplankton analysis.

**6. Decision-Making**

* CCAP-ARIES scale up equipment, improving methods and planning timelines for project delivery.
* Testing and deciding best culture methods etc. to use.
* Prioritising workload.
* Deciding when to make up media or prep materials when planning for sub-culturing or scale up experiments.
* Time management and planning of individual activities autonomously.
* Support advising on suitability, pricing and purchasing of equipment needed for the laboratory.
* Able to follow instructions, including application of Standard Operating Procedures.

**7. Key Contacts/Relationships**

* Key relationships with core members of the CCAP team.
* Key relationships with CCAP-ARIES Centre related staff and students.
* Key relationships with other members of the Toxic Phytoplankton Monitoring team.
* Liaising with other staff members/students.
* Liaising with SAMS Facilities and Infrastructure to ensure that laboratories and equipment are maintained, and contracts delivered.
* Providing culture advice to customers.

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

* 3 years microbiological experience, working in a lab ensuring aseptic conditions

Or HND/BSc with some microbiological lab experience

* Experience of planning, undertaking and “trouble-shooting” practical projects
* Good team worker as well as ability to work independently.
* Good oral and written communication skills
* Computer literacy
* Ability to work accurately to tight deadlines and attention to detail
* Ability and temperament to conduct sustained periods of routine work at the microscope
* Additional specific training required will be provided to successful candidate.

**9. Dimensions – Scope of role**

Liaising with ~8 members of the CCAP team on a daily basis. Responsible for maintenance and planning of sub-culturing for large groups of strains on an annual basis; lab manager of CCAP-ARIES Centre equipment located in Biolab1 and responsible for training related to the equipment. Responsible for delivery and support CCAP-ARIES Centre activities. Complying with CCAP QA; working with visiting scientists and students in laboratory; supporting education practical classes; communicating with CCAP customers on culturing problems. Liaising with ~10 members of the Toxic Phytoplankton Monitoring team.

**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://vimeo.com/411370772)

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.
* Free car parking
* Electric car charge points on-site

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (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. ‘D01/24.CRM’ in the subject line.

The closing date for applications is 30th April 2024.

Interviews to be held on 14th May 2024.

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

Guidance for Applicants

We are unfortunately not able to provide visa sponsorship for this position.

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 your 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)

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