



St George's School of Health and Medical Sciences

City St George's, University of London

Research Operations

Microscopy Manager – Imaging Resource Facility

Ref: 572-24-R

JOB DESCRIPTION

Post Title	Microscopy Manager – Imaging Resource Facility
Grade	CSG 6
Contract type	Permanent
Responsible to	Head of Imaging Resource Facility
Accountable to	Director of Research operations and Academic lead of the Imaging Resource Facility
Responsible for	N/A
Liaises with	Academic, research and professional services staff

Overall purpose of job

We are seeking a microscopy expert to join the Imaging Resource Facility at City St George's, University of London. The Imaging Resource Facility is a multi-disciplinary core facility with microscopy, flow cytometry and histology. The post holder will also be expected to have some working knowledge of flow cytometry and histology preparation techniques.

The post holder will lead the microscopy area being responsible for the provision of microscopy services and general technical support to internal academic and research staff alongside external partners. Working within a small team of experts, the post holder will be involved in offering imaging experimental design and advice on research project planning to all facility users. The post holder will utilise a broad range of practical skills, customer service skills and scientific knowledge to provide a high level of expertise in microscopy services, problem solving and maintenance of equipment.



The post holder will play an essential role in the day-to-day running of the facility. Key duties include operating, maintaining and troubleshooting the facilities microscopes, as well as training facility users. The post holder will ensure a high performance of services and technical support is maintained and contribute to the overall teamwork of the facility for effective delivery of the facility's objectives.

1. Main Duties and Responsibilities

- Independently overseeing and managing daily operations in the microscopy suite including training new users and providing expert knowledge in microscopy for biological research.
- Playing a central role in the development of and application of new microscopy and data analysis techniques.
- Contributing to the wider multi-disciplinary facility team by participating in workflow tasks in flow cytometry and histology.
- Maintaining technical documentation associated with facility resource equipment and recording equipment failures, liaising with service engineers and conduct fault investigations. Arranging service and repairs as required.
- Being responsible for the facility's booking system, prioritising and multitasking in response to competing demands of routine workflow, daily queries, troubleshooting and user training requirements.
- Conducting local facility health and safety inductions to new users and maintain user registration and equipment training records.
- Ensuring that all chemicals are stored and handled in accordance with the City St George's health and safety policies and procedures. Undertaking risk assessments and COSHH assessment updates when required.
- Being responsible for the facility's booking system, prioritising and multitasking in response to competing demands of routine workflow, daily queries, troubleshooting and user training requirements.
- Identifying new imaging technologies that could benefit City St George's researchers by keeping up to date with technical developments. Assisting the head of facility in writing equipment grant applications.
- Representing the facility at public engagement and Knowledge Exchange events including designing and delivering such events as well as maintaining the Facility's internal and external web pages and social media accounts.
- Ensuring that the facility meets the requirements for the Laboratory efficiency assessment framework (LEAF) sustainability program.
- Identifying new imaging technologies that could benefit City St George's researchers by keeping up to date with technical developments. Assisting the head of facility in writing equipment grant applications.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.



You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

This role requires daily presence on site within the Facility as part of business as usual. Accommodation can be made for working from home for very short periods as and when need arises post discussion with Head of Facility.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Bachelor of Science	E	CV, AF
	Graduate level training or equivalent experience in relevant subject area	E	CV, AF
	A qualification in biological or biomedical sciences	D	CV, AF
Experience	Solid experience in light microscopy	E	SS1 , CV, AF, INT
	Experience of working in a microscopy core facility	D	CV, AF, INT
	Preparative techniques for biological samples for imaging and flow cytometry (e.g. specimen processing, sectioning, immunohistochemistry and immunocytochemistry).	D	SS2 , CV, AF, INT
	Experience in flow cytometry and/or histology	D	SS3 , CV, AF, INT
Knowledge/ Skills	Working knowledge of quantitative and statistical image analysis software (e.g. Image J, NIS Elements, Bruker Livecyte Analyse, Imaris).	E	SS4 , CV, AF, INT
	Excellent communication and interpersonal skills	E	INT
	Excellent organisational skills, project planning and ability to work independently to drive a project forward and be part of a team.	E	AF, INT
Personal Attributes	Highly Organised and structured Able to prioritise with attention to detail Intrinsically motivated Resilient Able to motivate staff and colleagues Flexible Helpful	E	INT



	Cooperative		
	Willing to contribute to the routine work of the facility	E	INT
	The ability to solve problems, and to investigate, initiate and evaluate solutions	E	INT
	Committed to equality and diversity Committed to our Health and Safety policies and procedures Compliance to Data Protection Act 2018 and GDPR principles/ requirements	E	INT
	Committed to Continuing Professional Development (CPD)	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

3. Date

October 2024



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £42,632 pa, (pro-rated for part-time staff). The salary range for **CSG 6** is £42,632 – £49,250 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: ewoodcoc@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **27 November 2024**

Interview date is TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **572-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

