Candidate Information

Position: Research Assistant
School/Department: Institute for Global Food Security
Reference: 19/107625
Closing Date: Wednesday 31 July 2019
Salary: £27,831 per annum
Duration: Until 31 August 2020

JOB PURPOSE:

To be an active member of the European multi-partner research project OLEUM and the team assisting in the successful completion of the research and administrative activities involved.

MAJOR DUTIES:

1. Undertake research and administration-related activities under supervision within the OLEUM Horizon 2020 research project as a member of the QUB research team with consists of the grand holder and PI and the CI.

2. Set up and manage the OLEUM Network, a laboratory and stakeholder community for olive oil research. This will include recruiting of individuals and companies to the OLEUM Network, maintain the network and its several groups and developing new content from the research work carried out in the OLEUM project.

3. Assist in the organisation of training and technology transfer activities. This includes but not limited to organising workshops for candidate methods developed in the OLEUM project.

4. Assist in coordinating inter-laboratory collaborative studies and generate and assess method performance data according to internationally accepted protocols.

5. Assist in Dissemination and Communication activities of the OLEUM project.

6. Assist grant holder with Progress report, Deliverable and Final report of the OLEUM project to the European Commission.

7. Present regular progress reports on research to members of the research group or to external audiences to disseminate and publicise research findings.

8. Prepare in consultation with supervisor and the research team, material for publication in International journals and presentations at international conferences.

9. Carry out routine administrative tasks associated with the research project/s to ensure that the project is completed on time and within budget. These might include organisation of project meetings and documentation, financial control, risk assessment of research activities.

10. Read academic papers, journals and textbooks to keep abreast of developments in own specialism and related disciplines.

Planning and Organising:

1. Plan for specific aspects of research programmes taking into account the deadlines of the milestones and the deliverables of the OLEUM project.

2. Plan for the use of research resources, laboratories and workshops where appropriate. Timescales range from 1-6 months in advance and contribute to research group planning.

3. Plan own day-to day activity within framework of the agreed research programme and QUB led tasks of the OLEUM project.

4. Plan up to a year in advance to meet deadlines for journal publications and to prepare presentations and papers for conferences.

5. Coordinate and liaise with other members of the research group over work progress.

Resource Management Responsibilities:

1. Ensure research resources are used in an effective and efficient manner.

2. Provide guidance as required to support staff and any students who may be assisting with research.

Internal and External Relationships:

1. Liaise on a regular basis with OLEUM consortium partners, especially the coordination team and the QUB team involved.
2. Build internal contacts and participate in internal networks (OLEUM website,) for the exchange of information and to form relationships for future collaboration.
3. Join external networks such as SAFEFOOD networks to share information and ideas.

ESSENTIAL CRITERIA:

1. BSc in Food Science/Food Chemistry/Analytical chemistry or related subject.
2. At least one years' experience in food analysis including LC and GC methodology.
3. Ability to contribute to broader management and administrative processes.
4. IT skills.
5. Knowledge of the Linkedin platform.
6. Excellent verbal and written communication skills
7. Understanding of statistical analysis.
8. knowledge of LC and GC techniques applied to food analysis
9. Ability to communicate complex information clearly.
10. Ability to build contacts and participate in internal and external networks.
11. Demonstrable intellectual ability.
12. Ability to assess and organise resources.

DESIRABLE CRITERIA:

1. MSc or MPhil in Food Science/Food Chemistry/Analytical chemistry or related subject.
2. Knowledge of method validation procedures and associated quality assurance.
3. At least 2 years' experience in quantitative food analysis.
4. Published scientific articles in peer-reviewed journals commensurate with career stage.
5. Experience in organising workshops
6. Experience of analysis, mathematical modelling and use of specialised software such as MATLAB or equivalent.
7. Experience of using statistical software such as SPSS.