

Job Description

Post title: Research Assistant –New Product Development	Post No: 007607
Organisation Unit: Medical Technologies Innovation Facility – (MTIF)	Date compiled: 13 th May 2020
Grade: F	Hours per week: 37

If fixed term, state duration:

Immediate line manager: Technical Director (MTIF)

Designation and grade of any staff supervised by the postholder:

None

Job purpose: The principal purpose of the job will be to contribute to the development of research outputs and the establishment of a Quality Management System in MTIF.

Principal duties and responsibilities:

As a member of the MTIF team, support the Technical Director in establishing and maintaining the ISO13485:2016 Quality Management System (QMS) for the Medical Technologies Innovation Facility. Once the QMS is established, provide research support to the grant funded and commercial activities in MTIF primarily focussed on Biological Sciences and in particular Allogeneic Cell Therapies. Provide technical expertise to support grant funded and commercially funded projects in the following areas:

1. Area/s supported

1. MTIF Clifton
2. MTIF Boots Enterprise Zone

2. Principal Duties

1. Contribute to the establishment of a Quality Management System (QMS) that complies with ISO13485:2016.
2. Contribute to the research on Allogenic Cell Therapies and Biological Sciences. This will involve undertaking and recording the outcome of experiments in compliance with ISO13485:2016.
3. Contribute to grant funded and commercial research activities. Carry out research activity in line with defined objectives, documenting results and drafting reports of own or team's research.
4. Identify and disseminate relevant information to the research team, providing advice on project progress as appropriate; communicating with internal and external contacts as necessary.
5. Act as a resource for colleagues and customers demonstrating, training and assessing competence (where required) in equipment, techniques and systems.
6. Contribute to the analysis and interpretation of the results of research and generate ideas based on these outcomes.

7. Keep knowledge and skills up the required level by engaging in internal and externally based CPD.
8. Ensure that all resources used are correctly recorded and documented, files are kept up to date and data accuracy is maintained to ISO13485:2016 standards.
9. Attend and contribute to meetings as appropriate.
10. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Special requirements:

 All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

Job description drawn up by	MTIF Managing Director	13th May 2020
Approved for department by	HR	May 2020