

BiolmagingUK Network Project Officer

Location: London, Oxford and from home

Employment Type: 2 ½ year fixed term

Hours per week: Part time (2.5 days a week)

Salary: £35,000 Pro Rata - £17,500 Circa

Closing Date for applications: 11 September 2019

Interview Date (in Oxford): Wednesday 18 September 2019

Contract Duration : Starting October 2019 until 30 April 2022

Job Summary:

This position will fill a critical role in the delivering the aims of the BiolmagingUK Network. The successful applicant will be responsible for coordinating all significant interactions with the UK bioimaging community, including website updates, community meetings and surveys, and helping to prepare and deliver presentations and publications for the community. The Project Officer will report directly to the Chair of the BiolmagingUK Network Organising Committee, and RMS Chief Executive, and where appropriate present status updates and projects reports to the Network's Organising Committee and funders.

Roles and Responsibilities:

- Provide efficient operational support to members of the BiolmagingUK Network: working closely with the Organising Committee to organise network activities, funding applications and reports, team member support, communication, and outreach/impact
- Prepare communications, draft presentations, briefing documents and background materials
- Prepare and support meetings, boards, and committees, including the coordination and distribution of papers and taking notes/minutes, meeting coordination, reception support, assisting visitors, managing meeting venue bookings – including organising audio-visual equipment, catering and confirmation of arrangements to participants and security
- Support the planning and organisation of events and projects, including visiting delegations from external industrial collaborators
- Support Network's efforts, where appropriate, to engage with other national and transnational imaging organisations, e.g., Euro-Biolmaging
- Broad and in-depth knowledge of Network policies, processes and systems, work with all Network members staff to solve problems and provide solutions, efficiently and effectively
- Forge relationships with colleagues within the BiolmagingUK network, in order to contribute to process development and adoption of best practice
- Help to foster a stimulating, innovative and inclusive cultural environment across BiolmagingUK, ensuring that processes and policies are visible, accessible and

transparent and enabling Network participation by all members of the UK bioimaging community

- Develop a good understanding of the range of activities, funding profile and facilities associated with BioimagingUK Network
- Work with university, research council and charities to raise the profile of the academic work of the BioimagingUK network. Create an ethos of collaboration and collegiality, establishing effective communications and relationships, and encouraging staff to work in partnership with colleagues across the Network, to eliminate potential barriers, enhance collegiality and develop best practice.

Required:

MSc or PhD in biological or imaging sciences, or related discipline

Proven background and experience in microscopy and/or digital imaging

Experience with scientific publication of research grant funding, research publications and ways of working

Experience working with groups of scientists from different backgrounds

Excellent communication and networking skills

Experience in a research laboratory setting

Proactive and self-motivated

Ability to work effectively independently

Commitment and dedication to the task at hand

Excellent interpersonal and team work skills

Enthusiasm to work with interdisciplinary teams studying new forms of microscopy

Being flexible on travel and location

Desirable:

Experience with successful research grant funding at any level

Experience setting up websites or social media accounts

Experience with remote communication

Proven project management and delivery skills

Experience with imaging data management and/or analysis

Location:

The successful candidate will be required to work in London once or twice a fortnight, as well as in Oxford for one or two days a fortnight.

Benefits:

Enhanced pension scheme

Death in service benefit (3 x annual pro rata salary)

Enquiries about the vacancy, shortlisting and interviews:

To apply for this position, and for any other enquiries, email: Professor Maddy Parsons, maddy.parsons@kcl.ac.uk and Ms Allison Winton awinton@rms.org.uk.