Job Title: Electron Microscopy Facility Manager
Grade: 9
Salary: £49,772 to £55,998 per annum
Department: Leicester Institute of Structural and Chemical Biology
Contract: Full-time open ended contract subject to fixed term funding. Funding is available for five years.
Job Reference: MBP01999

Role Purpose:
This role is responsible for the efficient management of a state-of-the-art regional cryo-electron microscopy (Cryo-EM) facility hosted by the Leicester Institute of Structural and Chemical Biology. The facility is based around a 300Kv Titan Krios Electorn Microsocpe with K3 and Falcon III direct electron detectors. In addition to the day-to-day running of the facility the post holder will be responsible for interactions with local, regional and national partners to best promote the Facility. The post holder will also be responsible for developing the strategy for the allocation of user time, user training and sustainability of the facility, in conjunction with the Institute Director.

Principal Responsibilities

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<th>Principal Responsibilities</th>
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<td>• To manage and maintain the Cryo-EM facility at the University and apply in depth knowledge to shape the strategic direction of the facility, in such a manner that it becomes a recognised centre of excellence for Cryo-EM.</td>
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<td>• Using specialist Cryo-EM expertise to develop new and strengthen existing collaborative links both internally and externally to ensure best use of the facility. Develop links with other organisations who wish to use the facilities on a commercial basis, and support their work.</td>
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<td>• In order to develop the strategic direction of the facility the post holder will need to identify, develop and implement new techniques and novel approaches to consistently improve upon the quality and effectiveness of the Cryo-EM community as a whole, and this facility in particular. Apply these techniques / approaches to the research programmes so that the service offered is proactive and efficient.</td>
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<td>• Engage with scientists at all stages, anticipating the needs and requests of the users including assisting and advising on strategy and approach to projects, interpretation of results and preparation of data for publication and presentation at conferences.</td>
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<td>• Providing expert guidance and high quality training to users on all aspects of the facility. Develop and implement a high quality training scheme for users of the</td>
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facility. Ensuring that this provision is constantly evaluated to enhance and maximise the service, quality, efficiency and continuity.

- Plan for the long term strategy for the use and sustainability of the facility, in conjunction with the Institute Director.
- Utilise and manage the facilities budget effectively and flexibly to ensure uninterrupted service. Plan long-term budgetary requirements of the facility, in conjunction with the Institute Director.
- Consider the potential commercial value of the research findings and where appropriate protect the relevant intellectual property by patent to the potential benefit of the University.

### Internal and External Relationships

- Engage with researchers within the University of Leicester and other academic institutions, regionally, nationally and internationally.
- Participate in Departmental and University wide seminar programs to stimulate dissemination of information and promote collaboration.
- Set up and lead specialist collaborations with high calibre internationally acclaimed scientists.
- Development of connections with industrial partners and the performance of research under commercial contracts.
- Dissemination of scientific results at national and international conferences.
- Engage with the LISCB computational expert to effectively manage the processing, storage and dissemination of data coming from the Facility.
- Be an active member of the Cryo-EM facility management committee.

### Planning and Organising

- Plan and co-ordinate with collaborators/users of the Facility.
- Carry out pro-active development to the Facility and its capabilities to establish and develop it as a recognised centre of excellence.
- Plan and organise dissemination of information; marketing and publicity of the Facility.
- Plan and organise equipment maintenance, repair and upgrades.
Job Summary

• Plan and manage day to day and long term user access to the instrument
• Contribute significantly to strategic development of structural biology in the Institute.

Qualifications, Knowledge and Experience

Essential
• PhD in relevant scientific field*
• Extensive experience in single particle cryo-electron microscopy*
• Evidence of leadership in managing an electron microscopy facility*
• Experience of interacting with a wide range of users of electron microscopes
• An in depth knowledge of cryo-EM theory and practice
• Expertise in the software necessary for cryo-EM data processing and image reconstruction*
• Experience of managing and controlling budgets
• Excellent planning and organisation skills
• Experience with FEI Titan Krios G3 or similar*
• Several quality publications in peer reviewed journals and reputation in the post holder’s field*
• Success in delivery of research results
• Evidence of involvement in innovative research*
• Evidence of research program design and innovation in the field

Skills, Abilities and Competencies

Essential
• Ability to interact well with all users of the Cryo-EM facility from graduate students to senior academic staff and collaborators.
• Ability to contribute to internationally-competitive research programmes*
• Ability to market to, and generate income from, external sources
• Ability to solve problems and take on the challenges of research projects
• Excellent written and oral communication skills for high quality publications and presentations*
• Good inter-personal skills
Job Summary

- Good planning and organisational skills
- Good training skills
- Effective IT skills
- *Criteria to be used in shortlisting candidates for interview

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and Athena Swan.

We are proud to be selected as one of only ten Universities internationally to be an impact champion for HeForShe, a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the Equalities webpage.

Selected Staff Benefits
- 24 days annual leave, plus bank holidays and 6 closure days
- Generous pension
- Discounted gym membership
- Childcare voucher schemes

For more information about our fantastic benefits please click here.

VITAL - living our values

We believe that the University of Leicester is a great place to work. Our values go to the heart of everything we do and underpin our motto Ut Vitam Habeant - so that they may have life – but are denoted be the simple acronym, VITAL.

Valuing people - We respect, trust and appreciate our people. We recognise others' achievements and our own. We celebrate success. We help everyone to achieve their potential.

Innovators - We have the confidence to solve problems creatively. We are always striving to improve our service. We are resilient, proactive, clear communicators. We nurture a safe environment for innovation.
Job Summary

**Together** - We work better when we work together. We collaborate with other stakeholders to share knowledge and best practice. We draw on others’ expertise and create networks to develop new ideas.

**Accountable** - We are responsible for our actions. We hold ourselves and others to account and admit our mistakes. We agree what is expected and deliver on our promises. We are responsive and able to demonstrate where we’ve made a difference.

**Leaders** - We are confident professionals; we value knowledge and expertise and know when to use them. As leaders, we demonstrate integrity, honesty and transparency. We use our judgement and work well with others across all departments.