Manager of Imaging Services
Department of Psychology

Closing date: 8 January 2018
Interview date: 24 January 2018
Vacancy reference: 6278
INTRODUCTION

The York Neuroimaging Centre provides imaging services for researchers at the University of York and those from other universities, alongside diagnostic imaging for the healthcare sector. We are seeking a Manager of our Imaging Services, who will have good knowledge of research neuroimaging techniques. The successful candidate will also have knowledge of the regulatory compliance required for diagnostic imaging. The role will require the application of strong technical and management skills.
Main purpose of the role

To be the lead technical manager of the laboratories and services at YNIC; to act as an expert resource; to support the research activities of the centre by providing logistical, scientific and technical support to academic and research staff; to contribute towards the objectives of specific research projects; to manage clinical services

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Manage the operation (and maintenance) of the neuroimaging equipment and laboratories at York Neuroimaging Centre, providing advanced analytical services to researchers and offering advice on the specialised techniques available
- Ensure the smooth and uninterrupted running of YNiC’s equipment, and contribute to and support specific research projects
- Ensure all major instruments are operational and available for use; facilitate the development of future software and instrument upgrades and modifications
- Use appropriate computational, statistical and mathematical methods to handle, integrate and analyse the data generated in the projects in the agreed timeframes; provide appropriate interpretation and reporting of the results to the principal investigator and, in collaboration with them, generate relevant research outputs (publications and presentations)
- Manage laboratory finances, maintain accounts and have authority for making purchases from a budget
- Attend conferences and participate in networks with fellow scientists to exchange ideas, disseminate information and establish contacts; take part in knowledge transfer and outreach activities where appropriate; communicate and discuss results with colleagues in regular meetings
- In collaboration with members of the centre/group, generate novel research proposals for submission for both internal and external funding
- Share in the governance and management of clinical imaging services including the sharing of Care Quality Commission ‘Registered Manager’ responsibilities
- Supervise students associated with the centre/group as appropriate, and provide formal training (lectures and workshops) as required
- Ensure that specialist knowledge and skills (including research methods and techniques) are kept up to date; evaluate new methods, techniques and results reported in the literature and apply as appropriate to both ongoing and future work; share learning with researchers in the centre/group and act as a resource for them
- Line manage research and clinical support staff to maintain the facility and provide service
- Represent the centre on the Departmental Health and Safety Committee
- Liaise with instrument manufacturers and instrument maintenance contractors to ensure cutting edge research facilities are maintained
- Commission new equipment
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc at first or upper second level</td>
<td>E</td>
</tr>
<tr>
<td>PhD in a relevant field</td>
<td>D</td>
</tr>
</tbody>
</table>

### Knowledge

- In-depth knowledge of complex procedures and equipment used in neuroimaging | E |
- Knowledge and understanding of scientific research methodology | E |
- Specific knowledge of the operation of a research laboratory; awareness of health and safety issues | E |
- Knowledge of clinical diagnostic imaging and its governance | E |
- Knowledge of customer care | D |

### Skills, abilities and competencies

- Proven track record of applying data analysis and informatics skills to a wide range of complex problems | E |
- Proven ability to work independently and creatively and solve complex/ unusual problems | E |
- Good interpersonal and communication skills; ability to build networks with colleagues inside and outside the University | E |
- Excellent IT skills for wide range of applications including manipulation of spreadsheets and data plotting/ visualisation | E |
- Planning and organisational skills (including time and financial management and ability to multi-task) | E |
- Ability to write scientific reports, provide scientific data in written format and contribute to writing papers | E |
- Proactively engages with stakeholders in order to provide the most efficient and appropriate service | E |
- Ability to programme in Python and MATLAB, including experience with one or more modules for creating graphical user interfaces | D |
- Ability to develop policy and training documentation | E |
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Ability to line manage staff</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to design, maintain and extract reports from SQL databases</td>
<td>D</td>
</tr>
</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th>Running projects and working within budgets</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of managing a laboratory and supervising technical staff</td>
<td>E</td>
</tr>
<tr>
<td>Experience of training others in Neuroimaging procedures and techniques</td>
<td>E</td>
</tr>
<tr>
<td>Experience of line managing staff</td>
<td>D</td>
</tr>
<tr>
<td>Experience of operating MRI scanners</td>
<td>D</td>
</tr>
<tr>
<td>Experience of operating MEG scanners</td>
<td>D</td>
</tr>
<tr>
<td>Experience of liaising with instrument manufacturers and instrument maintenance contractors</td>
<td>D</td>
</tr>
<tr>
<td>Experience of operating TMS systems</td>
<td>D</td>
</tr>
<tr>
<td>Experience of chairing meetings</td>
<td>D</td>
</tr>
</tbody>
</table>

### Personal attributes

<table>
<thead>
<tr>
<th>Willingness and enthusiasm for collaboration and interaction to enable new possibilities</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness and understanding of cultural differences</td>
<td>E</td>
</tr>
<tr>
<td>High professional standards</td>
<td>E</td>
</tr>
<tr>
<td>Flexible attitude towards work (tasks and hours will depend on the state of projects)</td>
<td>E</td>
</tr>
<tr>
<td>Ability to remain calm in a crisis</td>
<td>E</td>
</tr>
<tr>
<td>Capacity to act professionally in challenging situations</td>
<td>E</td>
</tr>
<tr>
<td>Ability to multitask</td>
<td>E</td>
</tr>
</tbody>
</table>
THE DEPARTMENT

Overview

The University of York is a member of the Russell Group of research-intensive universities. The York Neuro-imaging Centre (YNiC), where this post is based, is part of the University's Department of Psychology reflecting the pivotal role of sensory and cognitive neuroscience in contemporary experimental psychology. YNiC was established in 2004 with funding from the Wolfson Foundation and the SRIF initiative. In addition to a Director and Deputy Director who are faculty of the Department of Psychology, YNiC has seven staff who conduct and support research and who provide a service to patients who are referred for clinical assessment. YNiC houses a TMS laboratory alongside MRI and MEG facilities with two, 3T MRI scanners, installed in 2005 and 2016, and a 4D whole-head MEG system with 288 channels.

The Department of Psychology wishes to enhance its provision for neuroimaging by investing in a post that will manage the imaging facilities and services provided by YNiC. The successful applicant will join an ambitious team at YNiC that provide excellent research and clinical imaging.

The Department of Psychology

The department of Psychology is leading research being ranked 4th in the most recent Research Excellence Framework. It has international strengths in Cognition, Communication, Child Development, Language, Auditory and Visual Perception, and Experimental Social Psychology. Staff in each of these areas conduct some or all of their research at YNiC. Their work is supported by grants from BBSRC, MRC, ESRC, ERC, the EC, the Wellcome Trust, the Wolfson Foundation, the Leverhulme Foundation, the Waterloo Foundation, the Templeton Foundation, and the Stroke Association. Details of the staff and their research interests can be found at www.york.ac.uk/depts/psych/. The Department has an outward looking perspective that allows it to leverage collaborations such as the one with the Department of Chemistry described here and others with national and international reach.

The Department includes 50 faculty and teaching fellows and 25 support staff. It supports approximately 600 undergraduates, 100 masters students, 40 PhD students, and 25 post-doctoral fellows. The Department offers two undergraduate programmes (a 3-year BSc and a 4-year MPsych), four taught masters programmes, and a master-of-research programme. YNiC has shaped these programmes insofar as one of the three specialised pathways in the MPsych is in Cognitive Neuroscience and two of the taught masters programmes (MSc in Cognitive Neuroscience and MSc in Developmental Cognitive Neuroscience) address the interests of students in sensory and cognitive neuroscience.
THE DEPARTMENT

The Department’s achievements in research and teaching are reflected in competitive rankings in league tables. It is placed 14th in the 2016 Complete University Guide, 9th in the 2015 Guardian University Guide, 8th in the 2014 Times Good University Guide, and among the Top-100 departments of psychology in the 2015 Quacquarelli Symonds World University Rankings.

Athena SWAN

The Department of Psychology is committed to a policy of ensuring that all members of staff achieve their full potential in a supportive and responsive work environment. It has enthusiastically adopted the Athena SWAN charter of good employment practice for women working in science, technology, engineering, mathematics, and medicine. In 2007 the Department was awarded the first Athena SWAN Silver Award for a psychology department, in recognition of its commitment to supporting women in science. The award was renewed in 2011 and 2016.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our [Relocation Package](#) and [Welcome Officers](#).

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our [employee benefit pages](#).
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6278
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 January 2018.

What will I need?

You will need to upload:
- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Direct any informal queries to Antony.morland@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835