

MRI CENTRE MANAGER AND RESEARCH RADIOGRAPHER

School of Psychology

ALC1515

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Sara Cunningham, School Coordinator/PA to Head of School via psy.schoolcoord@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



30 Days
Holiday



14 Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Sportspark
Discount



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Care Leave
Policies



Sainsbury
Centre for
Visual Arts



Ofsted
Outstanding
Nursery



And much
more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

This newly created position offers the opportunity to play a leading role in the production of groundbreaking neuroimaging research within the UEA Wellcome-Wolfson Brain Imaging Centre (UWWBIC). The Centre Manager and Research Radiographer will be responsible for the operational oversight of the MRI scanner and associated facilities and will be the first point of contact regarding the resource.

As centre manager, the role holder will be responsible for ensuring the facility meets the requirements of governance and complies with relevant good practice and safety standards. This will include the management of the administrative aspects of scanning processes, the organisation of maintenance schedules and ensuring the efficient and effective undertaking of research.

As a radiographer the role holder will work closely with investigators drawing upon specialist knowledge and experience to advise on project development, technical feasibility, and suitable protocols and conduct MRI scans with due consideration of the research participant experience.

The role will also involve communicating and coordinating concerns regarding incidental findings, designing and undertaking staff training and development to sustain a pool of people who are proficient to support scanning.

The Centre Manager will work closely with the UWWBIC Director, the Psychology Technical team, the School Administrative Support Staff and the Head of School to ensure the facility is maintained and operating to a high standard.

KEY RESPONSIBILITIES

- Maintain operational oversight of the facility to ensure that research projects are designed and conducted in line with relevant protocols and project plans.
- Maintaining knowledge of the requirements of regulatory bodies, agencies and research frameworks to ensure that the scanning suite complies with relevant legislation and guidance.
- Manage the maintenance, updating and amendments to standard operating procedures, policies, forms, risk assessments, and quality management documents, as required, to evidence compliance with regulations and good practice.
- Lead on the risk assessment and implementation of risk management and health and safety requirements to mitigate the risks present within the MRI suite and associated magnetic fields.
- Run weekly quality assurance tests on the scanner, reporting to Siemens and third parties as necessary, to coordinate any remedial work.
- Ensure the safety of research participants, staff and visitors is maintained and that any incidents relating to health and safety are recorded and reported in accordance with agreed procedures and that records relating to participants comply with GDPR legislation.
- Manage the preventative maintenance and quality assurance of infrastructure, equipment and materials associated with the scanning suite through leading on the coordination with relevant campus security, estates, safety services, cleaning services and sub-contractors.
- Take an active and leading role in the governance of UWWBIC in association with steering and management committees.

THE ROLE (CONTINUED)

- Draft reports for the centre steering and management committees and other groups as appropriate regarding operational, technical or clinical issues associated with scanning processes.
- Participate in departmental seminars and research groups sharing research plans, outcomes and impact and to be available for consultation regarding emerging research needs.
- Use specialist neuro-anatomy knowledge and experience of advanced imaging techniques to advise on project design and practicalities to help to ensure the feasibility, funding potential and scientific success of research projects.
- Perform research MRI to a high professional standard, optimizing image quality and integrating additional MRI-compatible equipment when required.
- Identify when technical elements or specialist equipment involved in ongoing projects require amendment and advise on modifications.
- Advise project teams on how to update the mock scanner room so as to make the scanning experience for children and vulnerable adults as comfortable and efficient as possible
- Participate in data analysis, transforming data and image interpretation using a range of specialist software.
- Report and present research outcomes in collaboration with researchers.
- Oversee the archiving of research data in accordance with Centre practice and research programme requirements.
- To report any untoward occurrences and incidents which occur through scanning and to liaise through established procedures regarding medical opinion when necessary.
- Schedule scans, maintain scanning work schedules and availability and accurately update scanning records.
- Identify and procure specialist equipment such as coils and consumables needed for performing research protocols.
- Draw upon experience and skills to initiate and implement the development and of plans for improvement to the operation and use of the scanning suite and the continuous development of the UWWBIC.
- Ensure professional training is kept up to date for all defined health and safety, radiation and good practice requirements.
- Take responsibility for the design and implementation of the induction, training and supervision of staff using the scanning facility, ensuring they are appropriately skilled and that the number of individuals proficient in scanning protocols facilitates maximal utilisation of the facility.
- Monitor and manage the UWWBIC website, as part of an overall communications strategy to promote the Centre, it's facilities and capacity.
- Act as the principal contact for managing communications and responding to queries relating to UWWBIC and be the primary contact in any emergency circumstance.
- Engage in income generation activities through engagement with other academic institutions and interactions with public sector bodies, business and third sector organisations.
- Work with the Centre Director, Technical Manager, Psychology School Support Staff and research colleagues to ensure resources are utilised and controlled effectively.
- Positively Support and promote the University's values in all aspects of work.
- Abide by all University Regulations and Policies relevant to the role.
- Observe the strict rules of confidentiality applicable to work within the School and UWWBIC.
- Undertake additional or alternative duties commensurate with the grade as deemed appropriate by the UWWBIC Director.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- BSc degree OR equivalent in Diagnostic Radiography or the Diploma of the College of Radiographers (E)
- Currently holds current UK professional registration (HCPC) (E)
- Evidence of Continuous Professional Development (E)
- Substantial post-qualification experience in neuroscientific MRI scanning (E)
- Experience of scanning vulnerable groups (e.g. children, elderly) (E)
- Substantial experience and knowledge of MR procedures, safety issues, policies, legislation, quality and practice standards (E)
- Experience of working with MRI research in a team environment (E)
- Experience of using software for image analysis and interpretation, archiving and data transmission (E)
- Experience of dealing with members of the public as MRI research participants (E)
- Experience in monitoring and managing resources (E)

SKILLS AND KNOWLEDGE

- Ability to provide problem solving and organisational skills to advise on the development and undertaking of research protocols (E)
- Ability to lead the training and monitoring of staff in imaging protocols relating to neuroscience (E)
- Demonstrable management skills and effective administrative leadership to deliver programmes of activity and tasks according to deadlines (E)
- Ability to write and prepare reports, documents, and other materials tailored to different audiences (E)
- Excellent interpersonal and relationship building skills to be able to communicate effectively with internal and external collaborators and colleagues (E)
- Familiarity with Information Exchange Portal (IEP), used to communicate regarding incidental findings and third parties (D)
- Good knowledge of a range of MR sequences used in neuroscience research and how to adapt them (D)

PERSONAL ATTRIBUTES

- Demonstrate the UEA Values & behaviours and work with colleagues to embed them within the team (E)
- Willingness to change and develop work practices (E)
- Proactive and self-motivated and willing to take ownership and lead on tasks (E)
- Confident, articulate and credible (E)
- Able to maintain confidentiality (E)

SPECIAL CIRCUMSTANCES

- Occasional out of hours working (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available from 3 January 2025 on an indefinite full-time basis.

Salary will be £47,874 to £55,295 per annum on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to

satisfactory pre-employment checks, which may include an Occupational Health assessment and a criminal record check at Enhanced level from the Disclosure and Barring Service (which you will be required to pay for). For roles based within an Educational setting, Enhanced checks will be carried out every 3 years at the cost of the University. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **19 November 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **9 December 2024** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE SCHOOL

The School of Psychology, based within the Faculty of Social Sciences at UEA offers all School staff a great balance of a stimulating research-intensive department with a commitment to high-quality teaching.

A combination of research focused (ATR) and scholarship oriented (ATS) faculty, together with research students supported through the Faculty Graduate School and Research Associates create a lively research community. Research seminars, interest groups and informal gatherings cut across the three research clusters of Cognition Action and Perception, Developmental Science, and Social Cognition to create a network of supportive colleagues and a foundation from which to develop collaborations across UEA's range of research groups and centres. Psychological science is facilitated by cutting-edge facilities including EEG, TMS, Eye Tracking, and VR laboratories, Developmental Dynamics Laboratory and the UEA Wellcome-Wolfson Brain Imaging Centre (UWWBIC). Faculty also benefit from dedicated participant panels, funding bid assistance through the Research and Innovation Service as well as School based professional support and a skilled technical team.

Research-led teaching underpins a dynamic learning experience for students on 15 Undergraduate programmes including Year Abroad and Placement Year variants, all accredited by the British Psychological Society. The flexible undergraduate pathways and the three Postgraduate Taught Masters align with research expertise and allow students to share in the creative excitement of scientific endeavour, especially with the operation of the School's internship and volunteering schemes. Programme teams work in partnership with students, and are supported by central services such as Wellbeing, Learning and Careers, to embed skills within a blended and inclusive pedagogical approach which provide students with a strong disciplinary identity.

Equality, Diversity and Inclusion is a thread that links all School activities. The University possesses an institutional Silver Athena SWAN award and the School's commitment to providing a fair and equal environment for staff and students is demonstrated through obtaining a School level Silver Athena Swan Award in 2018. The School encourages wide representation across the School's portfolio of activities and provides the facilities and the environment to allow all staff and students to contribute fully and to flourish.



ABOUT THE FACULTY

The Faculty of Social Sciences is a vibrant and stimulating environment, which is home to seven Schools of study at the forefront of teaching and research in a range of social science and professional subjects:

- School of Economics (ECO)
- School of Education and Lifelong Learning (EDU)
- School of Global Development (DEV)
- UEA Law School (LAW)
- Norwich Business School (NBS)
- School of Social Work and Sociology (SWK & SOL)
- School of Psychology (PSY)

As a Faculty we:

- Provide high-quality learning and teaching, and postgraduate training, aimed at developing critical reasoning skills and employability;
- Generate research and scholarship across disciplines that not only contribute to the development of disciplines themselves, but also produces socially useful new knowledge; and;
- Put enterprise and engagement, locally and globally, at the heart of our mission.



OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

