



Scriptoria

Sustainable Development Solutions

Postdoc scientific engagement, communications and data management consultant (life sciences/agriculture)

Closing date for applications: 16th March 2022, 23:59 (GMT)

Organisation: Scriptoria Sustainable Development Solutions (<https://scriptoria.co.uk/>)

Contract: Full time, permanent

Salary: £30,000 – £35,000 – depending on experience

Are you a scientific postdoc with a background in life sciences? Do you want to apply your scientific skills and research experience to sustainable development projects? Are you interested in meeting people, sharing your skills and learning to be a first-class communicator? Then this is the job for you.

Who we are

Scriptoria is an ethically focused consulting company that has a strong international reputation for excellence. We specialise in helping clients around the world to tackle sustainable development, poverty reduction, health, and climate and environmental issues. Our Consulting, Data, Communications and Training Teams focus on knowledge management, data management and communications to help sustainable-development organisations better manage information and communicate their findings.

Who we're looking for

We are looking for a dynamic new team member with a PhD in the life sciences/agriculture to join our innovative Consulting Team and to contribute to the work of our Data and Training Teams.

Specifically, we want an individual with a passion for sustainable development, a friendly, outgoing personality and a willingness to learn new skills. We're looking for someone who wants to engage with international development and research projects to help them work more efficiently and have a greater impact.

This role will offer a range of experience and the opportunity to contribute to the diverse range of services that Scriptoria provides.

Some of your time will be spent working with our exceptionally experienced team of knowledge management and data consultants to help us deliver cutting-edge data and project-management systems to our clients. Your work will also involve meeting with and training clients (to pass on your

skills in research communications) and will involve working to help us manage and organise the projects we deliver to clients.

Your role will include:

- Helping sustainable-development and research programs to develop and implement tools and analytics systems to better manage their workflows and use their data
- Working with projects in Africa and Asia to provide technical advisory and consulting services to help them to better manage and share information, knowledge and data
- Applying data management techniques to research, compiling and analysing quantitative and qualitative data, and writing up results
- Training and mentoring researchers to improve their scientific writing and providing writing/editing support to boost their publication rates for international journal articles
- Helping researchers to work with Excel and to collect, clean and manage data

Working with Scriptoria

Our senior team has an exceptional skill set, and we recognise that candidates with all the skills we need simply may not exist. But don't worry, if you have some of the skills we want but lack others – we will train you to fill those gaps.

You will work closely with senior team members to gain new skills and exchange ideas. This job may also involve international travel, including to developing countries. So applicants must be willing to travel (in line with UK government guidance).

Key skills and experience

Essential

Qualifications and skills

- A PhD in the life sciences/agriculture
- 2 years minimum of postdoc experience (in a research or research-support role)
- At least one first-author paper in a peer-reviewed journal
- A strong understanding of research processes and data analysis and management
- A demonstrated talent for writing - including writing journal articles and writing for non-specialists
- An excellent, practical knowledge of MS Excel and MS PowerPoint
- Excellent English language skills, to the standard of a native speaker

Characteristics and interests

- A friendly, open personality (bright, resilient, cheerful, confident)
- A passion for international development and building researchers' skills
- An interest in information management and technology, data systems and analytics and in learning new IT systems and software
- A willingness to travel and to take a flexible approach to working hours when travelling
- The confidence required to give presentations and training courses and to lead (facilitate) meetings, online and in person

- The ability to work very well under pressure and self-manage
- The ability to juggle multiple tasks and work alongside the company Directors

Desirable

- Experience working on collaborative research projects with international partners
- Experience working with programs such as Microsoft SharePoint or other knowledge management tools
- Experience with statistical analysis in R
- Experience writing materials that translate science for non-specialists and encourage engagement

Salary and annual leave

Salary will depend on qualifications and experience but is expected to be between £30,000 and £35,000 p/a (depending on experience). Annual leave is 25 days per year plus public holidays.

How to apply

Please send your tailored CV and a cover letter explaining why you are the ideal applicant, and confirming that you have the right to work in the UK, to Ms Marina Millan at m.millan@scriptoria.co.uk by 23:59 (GMT) on 16/03/2022.

N.B. By submitting your application to us you agree for Scriptoria to retain your details in line with GDPR. These will only be used in relation to recruitment.

Interviews will be held via Microsoft Teams on a rolling basis. So, invitations to interview may be sent to excellent candidates before the closing date for applications.

Please note: if you do not receive a response from us within six weeks of the deadline then we have not decided to proceed any further with your application.

COVID-19 restrictions

We comply with UK Government guidance, and our staff have the choice to work wholly or partly from home or from our office in Tooting, SW London, during regular operational hours. If working from home, staff must have a working environment suitable for holding video-call meetings/training sessions with clients.

Wherever you work, you will interact regularly with senior team members to gain new skills and exchange ideas.