

# OST Job Spec: Science Officer

Role title: Science Officer

Line manager: Chief Science Officer

Location: Remote or Nottingham, UK

The purpose of this role within the company is to support current and potential scientists in implementing their studies using our tools. The role is a pivotal interface between the scientists using the software and the programmers developing it.

## Main Responsibilities

Note that Open Science Tools is currently developing. The services that we offer are growing and the responsibilities within this role are subject to change as the role and company evolves.

Tasks	Expected time
<p><b>Consultancy</b> work, including</p> <ul style="list-style-type: none"><li>• Developing experiments for clients/researchers (either from scratch or debugging existing frameworks) or providing one-to-one bespoke training.</li><li>• Scoping meetings with clients</li><li>• Preparation of project quotes and invoices</li><li>• Project debriefing and support with clients</li></ul>	40%
<p><b>Supporting users</b>, including:</p> <ul style="list-style-type: none"><li>• Developing and presenting workshop materials, including any administrative tasks in support of those</li><li>• Support on the forum</li><li>• Development of improved documentation (web pages, YouTube etc.)</li><li>• Tracking down bugs</li></ul>	40%
<p><b>Raising awareness</b> and training new potential users, including:</p> <ul style="list-style-type: none"><li>• <b>Visiting departments</b>, virtually or in-person, to identify their needs and demonstrate our tools' capabilities</li><li>• <b>Conducting studies</b> (e.g. performance testing) to examine and highlight our tools' capabilities</li><li>• <b>Attending conferences</b> to raise awareness of our tools and present findings from our own studies</li></ul>	10%

<ul style="list-style-type: none"> <li>• <b>Outreach activities</b> to other areas that we aren't currently supporting</li> </ul>	
Any other task as required by your line manager, as appropriate to the grade and role	10%

## Person Specification

Open Science Tools aims to be flexible in its hiring of staff - we want staff that just shine and we understand that individuals shine in different ways. The following specification of the things we are looking for in this role is a guide only.

	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Advanced ability to create highly customised experiments in PsychoPy</li> <li>• Ability to organise resources/time effectively</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent customer relation skills</li> <li>• Ability to build effective working relationships and collaborate with others both internally and externally</li> <li>• Ability to understand the technical and/or experimental requirements of users</li> <li>• High levels of self-initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to program in Python, JavaScript or both</li> <li>• Experience working with git workflow</li> <li>• A passion for developing technical skills and developing technology.</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Background in behavioural science or related field (e.g. Psychology, Economics)</li> <li>• Experience in PsychoPy or related tools</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using behavioural research hardware (eye-trackers, brain imaging etc.)</li> <li>• Experience of publishing papers</li> <li>• Experience in supporting and training students in experimental methods</li> <li>• Experience with Open Science practices and</li> </ul>

		supporting Open Science. <ul style="list-style-type: none"> <li>• Experience of grant-writing and budget management</li> </ul>
Qualifications, certification and training	<ul style="list-style-type: none"> <li>• Have (or expected to obtain) a PhD in a behavioural science field (e.g. Psychology, Economics etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Training in developing and delivering teaching materials.</li> </ul>

## Expectations and Behaviour

Open Science Tools has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors for our mission and values. The following are essential to the role:

<b>Valuing people</b>	We expect our staff to value each other and work towards a common goal of excellence. This only comes from good functioning of the entire team and we must do our best to ensure that all members feel valued.
<b>Taking ownership</b>	Our staff should know how to take decisive action, and to take responsibility for their actions. They should also know how to encourage this in others. We strive for a company culture where individuals are empowered to take control of their work.
<b>Forward thinking</b>	We need to think not just about solving our current goals, but also to think about future issues, and the directions in which our work should go.
<b>Professional pride</b>	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
<b>Always inclusive</b>	We need staff to be aware of prejudice, bias and the effects that privilege has on the lived experience of others. We need staff that will think about inclusion and inclusive practices within their own work area.