

Job Details		
Job Title:	Deputy Laboratory Manager	
School/Dept/Institute & Centre:	Barts Cancer Institute	
Reports to:	Laboratory Manager	
Grade:	4	Full Time
Career Family:	Technical	
Appointment period:	1 Year	
Current Location:	Charterhouse Square	

Job Context

The Barts Cancer Institute (BCI) is a Cancer Research UK Centre of Excellence whose work aims to transform the lives of those with and at risk of cancer through innovative research in the laboratory, in patients and in populations. BCI is internationally renowned in many areas of cancer research and it combines ground-breaking basic research with the expertise of clinicians and clinician scientists from the Centre for Experimental Cancer Medicine and the Barts NHS Trust to achieve improvements in cancer patient care. BCI is also committed in supporting and developing future cancer researchers through its extensive postgraduate training. It is one of six institutes within The School of Medicine and Dentistry (SMD).

Job Purpose

- To assist with the efficient running of the BCI laboratories, with support, as necessary, from the Principal Laboratory Manager, Laboratory Managers and Group Leaders
- To ensure laboratories and equipment are compliant with Good Clinical Practice and regulatory requirements where applicable
- To provide technical and administrative support to Laboratory Managers
- To work as part of the Institute's research and administrative team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

Main Duties & Responsibilities

Specific Duties

- To support the Principal Laboratory Manager and Laboratory Managers in the operation, maintenance and day to day running of the laboratories, including compliance with Good Clinical Practice where applicable
- Assist in monitoring, maintenance and expenditure of Centre budgets held in Queen Mary University of London (QMUL).
- Assist in ensuring compliance with local and statutory Health and Safety policies and procedures and liaise with QMUL and Trust Safety Offices.
- Assist in the preparation, review and updating of SOPs, BioCOSH, COSHH and GM risk assessments.
- Provide and/or co-ordinate training and support within the Centre as required.
- Assist in the recruitment of technical and other staff, completing the paperwork as required.

Job Profile

Job Description

- Induction of new members of staff and students in the labs, particularly with regard to laboratory, GM and animal experimentation policies and procedures.
- To liaise with the Principal Laboratory Manager and Laboratory Managers, as appropriate.
- To organise and execute lab relocations and liaise with the Estates and Facilities Department to ensure minimal disruption to research activities.

General Duties

- Maintaining the efficient running of the laboratories such as ordering and monitoring stock levels of consumables, organising and cataloguing of chemicals, oversight of training records, performing local inspections and maintenance of equipment at UKAS level where necessary.
- Maintaining BCI Stores records, stock levels and arrange regular stock takes to comply with the college's financial regulations.
- Responsible for maintaining cleanliness of laboratories, including preparation of lab duty rotas, mycoplasma testing and internal equipment calibration. Be involved in negotiating and purchasing of consumables, new equipment and maintenance contracts to maintain appropriate databases, keeping accurate records of laboratory samples and reagents, chemical waste, staff training records and equipment maintenance/calibration certificates.
- To act as the deputy safety officer where applicable and liaise with QMUL and Trust Safety Offices.
- Assist with internal and external audits by Regulatory Agencies.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	BSc in biological sciences or equivalent technical qualification	E
	Biosafety Practitioner (Level 1) or equivalent qualification	D
Knowledge,	Experience with developing Standard Operating Procedures and Health and Safety risk assessments	E
Skills and	A good understanding of good clinical practice, laboratory research and the research process.	D
Experience	Experience in a biomedical research laboratory	E
	Experience in using and maintaining computer databases	E
	Experience in using an e-procurement system	D
	Experience of laboratory space management	D
	Experience of equipment procurement and maintenance	D
	Ability to work independently without reference to a supervisor	E
	Excellent interpersonal skills	E
	Good computer/IT skills	E
	Pragmatic problem solver	E
	Good team member	E
	Self-motivated	E
	Flexible and cooperative	E
	Willingness to work on different sites	E
		E
		E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.