

Job Details	
Job Title:	Research Technician
School/Dept/Institute & Centre:	Barts Cancer Institute, Director's Office – Core Services
Reports to:	Service manager
Grade:	4 Full Time
Career Family:	Technical
Appointment period:	3 years
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 a partner in the CRUK City of London Major Centre (together with UCL, Kings and the Francis Crick Institute) which is a Centre of Excellence in Biotherapeutics. BCI is 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 provide comprehensive histological support for the whole of the Barts Cancer Institute (BCI) as well as external units as required.
- To contribute to the overall scientific life and endeavour of the Institute.
- To help to develop new technologies and platforms as required.

Main Duties & Responsibilities

Specific Duties:

- To provide technical histopathological support for specific research projects within the Institute as well as external units.
- To supervise the tissue culture facilities within the Centre.
- To offer expert advice and training to members of the Centre as required.
- To keep accurate written and computerised records of all work.
- To stock-take, order, collect, unpack and replenish the supply of pathology consumables using the Agresso ordering system (in collaboration with or as replacement of the lab manager).
- Organise storage of laboratory consumables and reagents and maintain a clean and safe environment (in collaboration with or as replacement of the lab manager).
- To make up solutions, stains and reagents for tissue culture as directed.
- To assist with scheduled equipment maintenance and calibration of equipment and to adhere to routine maintenance protocols on automated / manual equipment (in collaboration with or as replacement of the lab manager).

- To assist in general administration i.e. answer telephone queries, processing of purchase orders, delivery notes and invoices.
- To assist with relevant paperwork and administration to meet Good, Clinical laboratory Practice (GCLP) Good Clinical Practice (GCP) and Trust guidelines.
- To act as *de facto* Service Manager when the Service Manager is absent from the lab.
- To make histological preparations of tissues by microtome / cryotome sectioning, formalin fixation/paraffin embedding and sectioning.
- To perform histological techniques including automated immunohistochemistry within the Pathology laboratory as required.
 - To log incoming service samples, and inform service users of samples ready for collection.
 - To post, store, file, retrieve, and discard specimens, blocks and slides and maintain associated records as required, in accordance with Human Tissue Act regulations.
 - To attend all relevant training in, and follow all Health and Safety guidance provided by the university

General Duties:

- To assist in maintaining appropriate databases, keeping accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.
- Contribute freely to the team research environment in a manner conducive to the success of the research project as a whole.
- Assist with the execution of experiments and collection of data for defined research projects.
- To follow standard operating procedures in performing techniques, and to review these SOPs annually.
- To keep abreast with technical developments and attend Institute, Centre and Support Staff meetings as required.
- To assist with laboratory safety, including maintaining a COSHH register, and assisting with biochemical and other health and safety issues in the Centre.
- To undertake general laboratory responsibilities and provide technical assistance, for maintenance of the Centre's laboratory infrastructure such as in the collection of deliveries to the building and their distribution to the facility.
- To work as part of the Institute's research support team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

Other:

- The postholder will be expected to ensure they are fully aware of, as required become trained in and comply with the College's/Trust's policies and procedures in relation to confidentiality, health and safety at work, COSHH regulations, infection control, safe handling of drugs, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards.
- The postholder must at all times carry out their responsibilities with due regard to the College's Equal Opportunities policy.
- The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university.

Job Profile

Job Description

- These duties will be subject to review in line with the changing requirements of the Centre, Institute, School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

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 or equivalent in relevant biological sciences	E
	Masters degree or equivalent in a biological related subject (as above)	D
Knowledge, Skills and Experience	Experience of working in an academic research laboratory	E
	Experience in clinical tissue handling and preparation for pathological study	D
	Experience in immunohistochemistry	E
	Experience of working to regulatory standards	D
	Experience in working to Good Clinical Laboratory Practice standards	E
	Experience in histopathological techniques, such as tissue processing, cryotome and microtomy and H&E staining and confocal microscopy	E
	Ability to maintain accurate laboratory records	E
	Knowledge and skills related to histology/histopathology	E
	Knowledge of laboratory procedures	E
	Knowledge/ability to work safely with potentially hazardous material	E
	Evidence of good team working	E
	Computer literacy, including word processing and Excel	E
	Ability to follow instructions oral and written	E
	Good time management	E
	Basic laboratory health and safety legislation	E
	Very good attention to detail	E
	Ability to maintain a clean and tidy workspace	E
	Good verbal and written communication skills	E
	Ability to offer expert advice and training	D
	Knowledge or experience of storage facilities for biological materials	D
Knowledge of standard operating procedures	D	
Ability to use Microsoft access and web-based databases	D	
Attitude and Disposition	Willingness to learn new techniques	E
	Self-motivated, flexible and co-operative	E
	Good organisational skills	E
	Conscientious	E
Other	Willingness to work on different sites	E
	Willingness to work flexible and sometimes long hours as the project demands	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.