

Job Details		
<b>Job Title:</b>	Tissue Bank Operations Manager (BCI)	
<b>School/Dept/Institute &amp; Centre:</b>	School of Medicine and Dentistry/Barts Cancer Institute	
<b>Reports to:</b>	BCI Principal Laboratory Manager	
<b>Grade:</b>	5	<b>Full Time</b>
<b>Appointment period:</b>	1 year in the first instance	
<b>Current Location:</b>	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

The Tissue Bank Operations Manager will be responsible for operational oversight and day-to-day management of the BCI tissue bank(s) to support research within the Institute. The post holder's duties include establishing audit systems, performing audits, developing SOPs and training to ensure compliance with HTA licence and ethical approvals and support the line management of BCI Tissue Bank staff.

To work as part of the BCI Tissue Bank Management team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

### Main Duties & Responsibilities

- Development, implementation, maintenance and on-going enhancement of operational processes for the BCI Tissue Bank(s).
- Establish an internal risk based audit programme and perform audits and maintain overview of programme delivery within BCI Tissue Banks.
- Develop and implement training to ensure compliance of BCI tissue banks in accordance with HTA licence, ethical approvals, General Data Protection Regulation 2018 and the UK Policy Framework for Health and Social Care Research 2017.
- To liaise with the Institute's management (Director's Office, Tissue Bank Academic and Clinical leads) in dealing with internal and external stakeholders to prevent and/or solve any problems related to the utilisation and day-to-day running of the BCI Tissue Banks.
- Determine effective cost recovery for BCI Tissue Bank activities and review in conjunction with relevant stakeholders.
- Responsible for monitoring, maintenance and expenditure of the BCI Tissue Bank budgets and grants.
- Assist in the appointment of staff within the BCI Tissue Banks.
- Line management of BCI Tissue Bank Staff.

### Main Duties & Responsibilities

- Assist in the development and implementation of policies and strategies for the BCI Tissue Banks to ensure regulatory compliance.
- The post holder will act as a local safety officer, overseeing and ensuring compliance with local and statutory Health and Safety policies and procedures.
- Assist, and when required take a lead, on the preparation and review of reports, inspection dossiers and other formal written documentation.
- Ensure that members of the BCI Tissue Bank are fully aware and comply with the HTA licence, College/Trust policies and procedures in relation to confidentiality, health and safety at work and all local safety rules
- Keep up to date with regulatory issues that influence tissue banking, management and research
- Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
- Ensure that they are fully aware of and comply with the College/Trust policies and procedures in relation to confidentiality, health and safety at work, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards.
- Responsible for planning the order of work based on current and future capacity and expected to use independent decision making in prioritising work and identifying solutions to problems that arise.

Other:

- Ensure that all activities are undertaken according to HTA, Trust and College protocols
- The postholder must at all times carry out their responsibilities with due regard to the College's Equal Opportunities policy.

**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 reasonably 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.**

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
<b>Qualifications</b>	BSc or equivalent in a relevant subject	E
	Postgraduate qualification in biomedical sciences or an allied subject, or equivalent experience	D
<b>Knowledge, Skills and Experience</b>	Significant experience in the organisation and running of a technical service	E
	Thorough working knowledge of Human Tissue Act, Principles of Good Clinical Practice, General Data Protection Regulation and research governance framework legislation, together with the ability to disseminate the knowledge and information	E
	Experience of maintaining quality management systems & developing SOPs.	E
	Experience in conducting audits and monitoring CAPAs	D
	Experience of preparing for HTA inspections	D
	Experience of budget management	D
	Extensive knowledge in management and storage of biological materials.	E
	Experience in oncology research environment	D
	Extensive knowledge of laboratory health and safety procedures	E
	Experience in line management, supervision and mentoring	E
	Demonstrable IT skills, including: e-mail, word processing and databases (Microsoft Office packages, other database programmes)	E
	Ability to work on own initiative and problem solve and to organise and manage the work of a professional team	E
	Experience of implementing systems	E
	Excellent communication skills	E
	Experience of grant costings	D
<b>Attitude and Disposition</b>	Friendly, positive and professional disposition to establish and maintain effective working relationship with others	E
	Must demonstrate a critical and intelligent attention to detail with high standards of accuracy.	E
	Enthusiasm for learning and developing new ideas/systems for working	E
	Flexible and cooperative, while ensuring compliance to policy	E
<b>Other Circumstances</b>	Willingness to travel as required (within the UK) to participating sites as required to complete duties above	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.**