Candidate Information

Position:	Research and Operations Manager
School/Department:	Patrick G Johnston Centre for Cancer Research
Reference:	21/108889
Closing Date:	Monday 21 June 2021
Salary:	£41,526 - £51,034 per annum
Anticipated Interview Date:	Friday 16 July 2021
Duration:	Available until 31 October 2023

JOB PURPOSE:

To provide administrative and managerial support for operational aspects of the Tissue Hybridization and Digital Pathology (TH&DP) unit of the Precision Medicine Centre of Excellence (PMC). The post-holder will be responsible for managing the day-to-day progress on ongoing projects and programmes within the unit, coordinate the evaluation and budgeting of new projects, engage with third parties when needed, and be the administrator of the staff within the unit. The successful candidate will contribute significantly to grant preparation and writing, as well as interact with other key clinical and scientific stakeholders within PMC.

MAJOR DUTIES:

1. To provide managerial and administrative support to the Clinical & Scientific Lead in TH&DP regarding the monitoring and maintenance of progress of the projects and programmes within the TH&DP section of the PMC.
2. To coordinate with the Clinical & Scientific Lead in TH&DP developing reports to the Head of Laboratory Operations on the progress on the evaluation of new projects and programmes within the TH&DP section of the PMC.
3. To provide managerial support of the TH&DP section and be co-responsible for staff, policy and service development in the section, together with the Clinical & Scientific Lead in TH&DP.
4. To report regularly to the Clinical & Scientific Lead in TH&DP and the Head of Laboratory Operations and support them in the management of the relevant areas of the PMC, when appropriate.
5. To assist in the recruitment and be responsible, alongside the Clinical and Scientific Lead, for managing the relevant staff in the section.
6. To conduct regular team meetings to provide guidance and coordination of the individual team member's work.
7. To liaise with leads in the other sections and within areas of the PMC to ensure optimal conduct of research.
8. To advise on the need for the development /purchase of new technologies.
9. To maintain valid records of laboratory and project management activities and organise corrective action as appropriate.
10. Maintain detailed coordination and progress of PMC contribution to the PathLAKE Consortium.
11. To work as part of the team and have excellent communication with colleagues and supervisors.
12. To support the team leader with grant writing and grant reporting.
13. To present progress reports to the team and supervisor regularly as well as external audiences.
14. Participate in continuous professional development through appropriate training and annual appraisal.
15. Any other reasonable duties within the general scope of the post and competence of post-holder.

Planning and Organising:

1. With the support from bioinformaticians, IT and head of laboratory operations, to be responsible for the development, operation, and security of the research databases, the storage of records, and the archive of electronic files produced during analysis, including electronic audit trail.
2. To ensure that research governance needs are met in regards to clinical research activities in the section.
3. To be responsible for initiating, supervising and participating in research audits.
4. To plan and deliver the specific goals of the PMC.
5. To plan for the use of research resources, data resources and workshops where appropriate.
6. To plan own day-to day activity within framework of the agreed TH&DP Unit programme.

7. To coordinate and liaise with other members of the section over work progress.

Resource Management Responsibilities:

1. Responsible for organizing and supervising the monitoring of all the equipment within the TH&DP section in the PMC. Manage service contracts to ensure that all equipment is covered and maintained according to relevant standards.
2. To ensure research resources are used in an effective and efficient manner.

Internal and External Relationships:

1. To liaise with other sections and teams, in particular the bioinformatics and genomics sections of the PMC, genomics CTU, HPC and scientific computing.
2. Act as the point of contact for external and internal stakeholders on projects and/or operational matters in coordination with PMC's Business & Project Manager.
3. To build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.

ESSENTIAL CRITERIA:

1. Have obtained a PhD in cancer research.
2. At least 2 years' experience in managing a contribution to a national programme in digital pathology and artificial intelligence.
3. Significant experience monitoring scientific progress in TH&DP programmes.
4. Significant experience in monitoring large research budgets, including engagement with funding agencies.
5. Significant experience of engaging with industry partners for discussion of terms and deliverables.
6. Experience in coordinating group contributions to large TH/DP programmes.
7. Knowledge in the resource management of digital pathology programmes.
8. Excellent project management skills.
9. Experience managing budgets and large projects.
10. Excellent verbal and written communicational skills.
11. Excellent organisational and inter-personal skills.
12. Ability to plan, organise & prioritise work and meet deadlines.
13. Excellent attention to detail.
14. Ability to communicate complex information clearly and efficiently.
15. Team worker, highly motivated, supportive of colleagues within the group.
16. Ability to show initiative and work independently when required.
17. Ability to coordinate work with clinical specimens, conforming to regulatory requirements.

DESIRABLE CRITERIA:

1. PhD or other degree studies including Understanding of cancer datasets, Tissue Hybridization and/or Digital Pathology.
2. Experience contributing to applications for peer reviewed research funding from national or international granting bodies.
3. Experience/knowledge of GXP, e.g. GCP/GCLP.
4. Experience/knowledge of HTA.
5. Experience with applications/reporting/liaising with regulatory and ethical bodies.
6. Experience of working in accredited (/clinical) laboratory or with clinical samples.
7. Outstanding IT skills.