Candidate Information

Position:	Technician (Bioanalytical & Biorepository Specialist)
School/Department:	Wellcome-Wolfson Inst for Experimental Medicine
Reference:	22/110168
Closing Date:	Monday 3 October 2022
Salary:	£29,619 per annum
Anticipated Interview Date:	Thursday 13 October 2022
Duration:	12 months

JOB PURPOSE:

The postholder will be based in the Evolve laboratory managed by Dr Vanessa Brown, and in line with existing policies and procedures and GCP requirements will be responsible for coordinating sample collection and running bioanalytical analyses on a wide range of biological matrices, and oversee all aspects of biological specimen inventory and management.

MAJOR DUTIES:

1. In accordance with GCP regulations, prepare clinical samples and set up equipment and conduct testing based on specialist technical knowledge and expertise. This will include the processing and testing of a large range of human samples using various platforms and the handling of data and/or calculations (using basic and advanced software) and identifying issues as required.
2. Responsible for ensuring all bioanalytical data is accurate, quality controlled and compliant, and presented and delivered appropriately within the required timeframe.
3. Responsible for managing and monitoring all in-house validation and testing and providing specialist technical advice and training to staff in the relevant techniques, drawing upon considerable depth of knowledge, skills, expertise in bioanalytical services. This will include developing standard operating procedures and bioanalytical study plans and assisting in method transfer to other sites.
4. Ensuring that laboratory equipment is operated in accordance with safety and risk guidelines; and responsible for routine maintenance, verification and qualification of specified instrumentation.
5. Evaluate and implement new technologies with an emphasis on state-of-the-art immunological and analytical assays.
6. Ensure that work is carried out in line with Standard Operating Procedures and local policies to include updating, developing, and implementing Local and Global Clinical Trials Standard Operating Procedures (SOPs), COSHH and Risk assessments.
7. Maintain a current understanding of GCP and ICH regulations and guidelines as they pertain to clinical trials.
8. Ensure maintenance of current and future stock requirements of equipment/and consumables for various studies.
9. Me project IT requirements including maintaining and updating software
10. Responsible for all Biorepository policies and procedures, whilst also maintaining accurate and timely records of all activities, including QC of sample management databases, and ensuring the continuous improvement of the sample storage database in ItemTracker.
11. Coordinates, facilitates, and manages incoming, outgoing and disposal of biological specimens and biorepository shipments with clients and stakeholders
12. Monitors capacity of storage facilities to ensure sufficient space is available for current and future studies.
13. Ensures Biorepository auditability and documentation best practices in compliance with GCP and ICH regulations.
14. Ensure that storage conditions are maintained to prevent deterioration of documents or samples for the duration of their retention.
15. Ensure that all electronic and paper raw data, documentation, protocols (including amendments/deviations), final reports and samples collected from the study are retained in accordance with the approved protocol and GCLP regulations.
16. Archiving of documentation on-site and to the external archives if required.
17. Liaise with suppliers, including obtaining quotes, liaising with purchasing/procurement, assisting with formal tendering processes and supporting other staff members to ensure timely completion of financial records/procedures.

18. Carry out other duties, reasonably requested by line manager, which are appropriate to the post.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications ie OND/ONC and/or NVQ level 4 in relevant subject (or equivalent).
   OR
   Substantial relevant experience working in a multi-functional laboratory.
2. Minimum of 4 years relevant hands-on work experience to include: working in inflammation research/molecular biology/microbiology laboratory; or clinical laboratory – in a wide range of laboratory methods.
3. At least 2 years experience using specialist analytical equipment for the analysis of clinical samples, such as microscopy, flow cytometer, multiplex protein arrays, PCR instrumentation, and interpretation and reporting of results within a regulated/GCP compliant environment.
4. Experience of delivering a high standard sample management service with GCP compliance using a customised laboratory information management system (ItemTracker).
5. Experience in method validation studies according to regulatory guidance and industry best practice.
6. Experience of working to SOPs.
7. Well-developed understanding and knowledge of relevant regulations and procedures including Health and Safety requirements, HTA and MHRA/EU regulations in relation to GCP.
8. Experience of data management (eg.data entry, collation and presentation).
9. Detail oriented with a desire to produce high-quality results.
10. Planning – self organising with ability to manage multiple competing study activities across a broad timeline.
11. An excellent communicator with the ability to communicate at all levels internally and externally, both verbally and written.
12. Ability to develop and demonstrate standard equipment and techniques.
14. Self-motivated with initiative and drive.
15. Strong attention to detail and high standards of accuracy are essential.
16. Ability to prioritise own work within a general plan to meet deadlines.
17. Ability to carry out practical laboratory tasks to a consistently high standard.
18. Ability to provide reports on project progress and interact with quality professionals and respond to audit findings as required.
19. Ability to train staff and allocate work.
20. Analytical and problem solving skills.
21. Due to the nature of the projects, flexibility of working hours will be required.

DESIRABLE CRITERIA:

1. Degree or higher level qualification in a relevant subject
2. Experience of Bioanalytical Method Development.