The role

An experienced member of the team providing technical and administrative support to ensure the smooth running of the laboratory activity for our research group. Your primary responsibility will be to work with the Clinical research manager and the study team to efficiently run academic studies and clinical trials. Main duties include overseeing Group’s tissue collection processing and storage under Human Tissue Act. It is also essential that candidates have the ability to prioritise and manage their own and others workloads; evidence of good negotiating and team working skills; and appropriate competencies and skills for the level of post. Applicants will ideally have understanding of a research study or similar health-related project and experience of working within a hospital/academic environment.

You must have a professional outlook, excellent communication skills and have good attention to detail. A positive, flexible and self-motivated attitude is important with a high level of accuracy and attention to detail. You will be highly organised and work well as part of a team.

Responsibilities/duties

- Responsible for processing, freezing and storage of biological samples and maintaining quality control
• Process samples, monitor results to spot discrepancies and propose refinements and re-run experiments where necessary
• Maintain a database, run reports and interpret results.
• Ensure the smooth day-to-day running of the laboratory, e.g. by ensuring equipment is functioning and monitoring and ordering stock as necessary
• Write and review basic operating procedures
• Assist with inductions and training of colleagues or students
• Provide a point of reference for less experienced team members
• Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety, COSHH sheets and other regulations relevant to the post.
• Conduct regular audits on data collection and report to the team manager any discrepancies.
• Responsible for the storage records and data entries related to samples under own ethics and HTA
• Oversee the groups’ HTA activities by ensuring all the samples are collected and stored according to the current guidelines

Hazard-specific / Safety-critical duties
This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:
• Working with blood, human products and human tissues
• Work with any substance which has any of the following pictograms on their MSDS:

Additional security pre-employment checks
This job will require additional security pre-employment checks:
• A satisfactory Basic Disclosure and Barring Service check

Selection criteria
Essential
• Experience of working laboratory environment
• Educated to at least A-level or equivalent qualification in science
• Ability to troubleshoot problems with experiments and arrive at an appropriate solution
• Strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
• IT skills including a knowledge of Word, Excel (i.e. data basing) and Access programs
• Ability to organise own work load and take initiative as appropriate
• Knowledge of health and safety regulations in a laboratory environment
• Evidence of working independently and to deadlines, using own initiative, prioritising complex and competing demands, and of adaptability in the face of new challenges.
• Excellent communication and interpersonal skills

Desirable
• Degree in biomedical sciences or health related subject
• Previous experience within a research group OR as a student
• Good Clinical Practice (GCP) training and insight into the conduct of academic/clinical trials
• Knowledge of medical and scientific terminology.

About the University of Oxford
Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spinouts, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Medical Sciences
The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford
World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

**Nuffield Department of Clinical Medicine (NDM)**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

...fostering your career in science

For more information please visit: [www.ndm.ox.ac.uk/home](http://www.ndm.ox.ac.uk/home)

The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: [www.ndm.ox.ac.uk/athena-swan](http://www.ndm.ox.ac.uk/athena-swan)

**Experimental Medicine**

Experimental Medicine is part of the Nuffield Department of Clinical Medicine. We have staff based at the John Radcliffe Hospital, Churchill Hospital, Peter Medawar and Weatherall Institute of Molecular Medicine sites.

Research within Experimental Medicine spans fundamental basic science to translational and experimental medicine approaches including clinical trials. We seek to understand the pathophysiology of disease and apply this knowledge to develop enhanced diagnostics and treatments for human disease.

Experimental Medicine's thematic research includes immunology, dermatology, stroke medicine, gerontology, behavioural science, infectious diseases, gastroenterology, palliative care and respiratory medicine. The research is undertaken within different groups and research units and includes clinical trials.

For more information please visit: [www.expmedndm.ox.ac.uk/home](http://www.expmedndm.ox.ac.uk/home)
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits