

## Job description and selection criteria

<b>Job title</b>	Apprentice Clinical Trial Laboratory Technician
<b>Division</b>	Medical Sciences
<b>Department</b>	Paediatrics
<b>Location</b>	Oxford Vaccine Group, Churchill Hospital, Headington, Oxford
<b>Grade and salary</b>	Apprentice Grade 1: £22,631 per annum
<b>Hours</b>	Full time 36.5 hours per week (20% of time for Study leave)
<b>Contract type</b>	Fixed-term (24 months)
<b>Reporting to</b>	Dr Elizabeth Clutterbuck, Researcher
<b>Vacancy reference</b>	170030
<b>Additional information</b>	<i>Applications are to be made online, please see the advert for the closing date.</i>

## Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:  
<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>

## **The Role** *(This section describes the training you will receive and a brief overview of the job)*

This is a fantastic opportunity to train as a Clinical Trial Laboratory Technician at The Oxford Vaccine Group which is part of the Department of Paediatrics. You will be learning about the accurate receipt, processing and archiving of clinical trial samples, learning the regulatory requirements of human clinical vaccine trials and training in the set-up of clinical trial documentation which is required for Good Clinical and Laboratory Practice.

You will work as an Apprentice Clinical Trial Laboratory Technician. As part of your training, you will be required to complete a two-year level 3 Laboratory Technician Apprenticeship course, leading to either a BTEC Level 3 Diploma in Applied Science or a Level 4 HNC depending on your previous academic attainment. This will be in the form of a day-release (1 day per week, typically adding up to 43 days per year) with the University's training provider, CSR Scientific Training.

The majority of your learning will be completed online and with some face-to-face practical elements in Sutton Coldfield (reasonable travel costs will be covered). The apprentice will also need to complete a competence and behaviour log and prepare for the end point assessment, all of which the training provider and the Services Manager will support. Course attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

In addition to this you will have access to a number of relevant in-house training courses run by the University training provider Oxford Learning Institute, Health & Safety Office and Oxford University Computing Services for IT skills.

## **Responsibilities**

You will train in the performance of the laboratory tasks which support the conduct of vaccine trial delivery and related research tasks.

The principle role is to provide technical support and to carry out research on the vaccine research studies and clinical trials. This will include:

- Working in Containment level 2 to learn the processes for the receipt, tracking, storage/archiving of study related samples such as serum, peripheral blood mononuclear cells, urine, saliva, and stool specimens.
- To become trained in and to understand the importance of Good Laboratory Practice, OVG quality management guidelines, and compliance with Human Tissue Authority (HTA) and Medicines and Healthcare products Regulatory Agency (MHRA)
- To learn how to maintain accurate documentation and electronic records and maintain electronic sample inventories and reagent information at a level appropriate for GCP and GLP and the above guidelines.
- To learn the processes involved in the daily management of clinical trials, including learning how to write lab manuals, participate in meetings and communication with trial monitors, with the QA, Biobank and Sample Management teams.
- To learn the importance of appropriate shipping regulations for both UK and overseas projects and understand the importance of IATA regulations.

- Participation in group meeting to discuss study updates and understand the importance of good planning.
- Learn the processes for reporting sample failures/incorrect sample collection/paperwork to clinical trial team.
- Learn how study databases work and are used for sample management and data recording and analysis.
- Learning specific laboratory procedures under guidance, such as ELISA.
- Learning how to maintain and monitoring laboratory consumables and reagent stock levels and assisting in ordering new stock.
- Flexible working hours on weekdays.
- Learning how to provide administrative assistance to Senior Post Docs/ PhD/MSc students in development of new techniques or conducting procedures to generate data.
- To identify personal development needs and use all reasonable opportunities to maintain and develop personal and professional knowledge and skills.

## Selection criteria

### Essential

- Educated to GCSE standard (English and Maths grade C/4) or equivalent (If you did not achieve these grades in English, do not let that put you off from applying as you can study English Functional Skills as part of the apprenticeship giving you the equivalent qualifications needed.)
- GCSE in Science
- Good communication skills
- Flexibility, including the ability to take on various different tasks
- Good team player
- Experience of using Microsoft office

### Desirable

- Biological Science qualification
- Some laboratory and IT experience

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. . If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- 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 includes duties that will require additional security pre-employment checks:

- Enhanced Level Screening as this role includes conducting research involving animals (or working closely with such research); or with access to/ knowledge of the location of certain pathogens, toxins, irradiators.
- A satisfactory basic Disclosure and Barring Service check due to the nature of this position working with highly sensitive data
- University security screening (e.g. identity checks)

## 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

The University of Oxford has recently published their New Ways of Working framework to ensure professional service staff can continue to support the University's academic mission whilst working on site or remotely. For more information, please visit <https://hr.admin.ox.ac.uk/new-ways-of-working>

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](http://www.ox.ac.uk/about/organisation).

## Oxford Vaccine Group

The Oxford Vaccine Group (OVG) is led by Andrew J Pollard, Professor of Paediatric Infection and Immunity. Staff are based within a purpose built centre on the Churchill Hospital site and form part of the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). The aim of OVG is to co-ordinate expertise in the study of microbial diseases and the immune response to microbes, in order to facilitate research on the development and implementation of vaccines. This may include new, improved or combined vaccines for the adult and paediatric population. There is currently a large focus on delivering the COVID-19 vaccine trials.

Core group members include two Consultants in Vaccinology, a Director of Clinical Trials, a Senior Clinical Trials Manager, adult and paediatric clinical research fellows, adult and paediatric research nurses, project managers, QA manager, IT manager, and an administration team. The Infection and Immunity Laboratory includes post doctorate scientists, research assistants and DPhil students. Wider group members include professionals from a range of specialities including immunologists, microbiologists, statisticians, a community paediatrician, the local Health Protection team and a bioethicist.

Recent studies carried out by the group include:

- COVID vaccine trials (Phase 1, 2 and 3), Heterologous regimens and booster studies
- Vaccines against RSV
- Pneumococcal nasopharyngeal carriage epidemiology
- Meningococcal B vaccine development and evaluation
- Development of a typhoid challenge model

More information about OVG may be found at the website: <http://www.ovg.ox.ac.uk>

## Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MDUK, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

For more information please visit: <http://www.paediatrics.ox.ac.uk/>

The Department of Paediatrics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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: <http://www.medsci.ox.ac.uk/>

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience.

This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday** UK time 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 department(s).

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 and [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) if the application form used for the vacancy does not allow attachments).

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) or using the contact details in the online advertisement.

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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

## Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care> Childcare

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## 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 <https://edu.admin.ox.ac.uk/networks>

## 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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter/ X @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).