



## Job Description



### Summary

<b>Job title</b>	Human Tissue Governance Associate
<b>Division</b>	University Administration and Services
<b>Department</b>	Research Governance, Ethics & Assurance, Research Services
<b>Location</b>	Joint Research Office, Boundary Brook House, Churchill Drive, Headington, Oxford, OX3 7GB
<b>Grade and salary</b>	Grade 6: £29,614 – 35,326 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Human Tissue Governance Lead, RGEA
<b>Vacancy reference</b>	173266

### The role

This role operates in a complex and highly regulated research environment, ensuring researchers comply with relevant legislation, in particular The Human Tissue Act 2004 (the HT Act) which regulates the removal, storage and use of human tissue for research.

Using existing and acquired expertise and experience, you will assist departments, research groups and University of Oxford research tissue banks in upholding high standards of practice to comply with these regulations to facilitate cutting-edge biomedical research that focuses on benefitting patients.

As part of the University's Human Tissue Governance group within Research Services' Research Governance, Ethics and Assurance (RGEA) team, you will primarily work to support the Designated Individuals, Persons Designated, researchers and staff with governance roles with their responsibilities under the HT Act and its related standards and codes of practice.

You will report directly to the Human Tissue Governance Lead and will assist in supporting the overall governance of human tissue storage and use in research such that there is compliance with the requirements of the HT Act, the Human Tissue Authority (HTA) and the requirements of relevant Ethics Committees.

You will join the dynamic Research Governance, Ethics and Assurance Team, working closely with colleagues in the University's Research Services, including research contract specialists, University ethics committees, colleagues involved in sponsorship review and quality assurance, as well as colleagues in the Oxford University Hospitals NHS Foundation Trust (OUH).

### Responsibilities

1. Maintain oversight of all tissue collections and research tissue banks stored under the governance of HTA licences at the University of Oxford, including facilitating registration of new collections, adoption of samples



into existing collections and helping research teams with 'end of study' arrangements. Help develop, maintain and curate an up-to-date and accurate record of all sample sets stored under HTA licences at the University of Oxford.

2. Ensure that each tissue collection under HTA licences at the University is maintained to the Research Standards as required by the HTA, using regular audits as well as governance meetings with research teams to support a culture of continuous improvement and quality management.
3. Support staff working under HTA licences to identify, report and manage areas of non-compliance with HTA Standards or Licence conditions, ensuring that appropriate corrective and preventative actions are in place.
4. Monitor the Human Tissue Governance group's email address and provide advice about current and emerging legislation, research governance, ethics and good practice to groups working under a University HTA licence, and across the research community in Oxford. Ensure that up-to-date and relevant HTA compliance information is available to University staff in the form of policies and guidance documents, signposting to other relevant support resources in the University and externally.
5. Help staff working under HTA licences to prepare for HTA inspections and liaise with them in support of upcoming inspections.
6. Enhance the use and ethos of quality management and consistency of approach across the various tissue collections stored under HTA licences. Deliver bespoke training and workshops for staff working at the University and OUH on the HT Act, the HTA, HTA licensing requirements and the responsibilities of researchers working with human tissue, as well as on specific procedures or systems that may be in place for each HTA licence. This includes providing support and training on the team's quality management system, iPassport.
7. Liaise with OUH and University Research Services Contract Specialists to ensure appropriate contracts and research agreements are in place for the transfer of material between institutions.
8. Maintain an up-to-date awareness of all regulatory and ethical developments relating to the HT Act, the HTA, National Research Ethics Service (NRES) and NHS Research and Development Directives.
9. Provide administrative support to the Human Tissue Governance group, such as organising meetings and other events and drafting minutes.
10. Undertake other duties as required by the Director/Assistant Director RGEA or other senior officers of the University.

## Selection criteria

### Essential selection criteria

1. A university degree (or the equivalent relevant education and experience).
2. Knowledge of the requirements of quality management systems and their practical implementation.
3. Ability to initiate and progress areas of work in a changing legislative environment.
4. Excellent communication skills, including the ability to interact confidently and professionally with a wide range of internal and external contacts at all levels.
5. Ability to objectively assess service provision and propose and implement improvements as required.

### Desirable selection criteria

1. Working knowledge of relevant legislation related to human tissue and data acquisition, storage and processing, in particular experience of working within the Human Tissue Act 2004 and Data Protection Act 2018.
2. A solid understanding of the life cycle of a research study or clinical trial, from its inception to its completion, including study setup, sponsorship review, ethical review, monitoring, study closing and dissemination of research results.
3. Experience of working in a research environment.

## 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. 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>

## 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.

Oxford is world-famous for research excellence and home to some of the most talented people from across the globe. For the past five years we have ranked number 1 in the Times Higher Education (THE) World University Rankings, both overall and specifically for research.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. We are currently the most successful UK university in securing external funding for research (£634m in 2019/20) as well as for research funding from industry (£108m in 2019/20). We are a leading institution for the commercialisation of our research, having spun-out more than 200 companies, again more than any UK institution.

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).

## Research Services

Research Services is part of the University Administration and Services Division and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers. Our role is to facilitate excellence in research, engagement and innovation at Oxford. Our vision is to be a trusted provider of expertise, strategic insight, internal and external influence and excellent professional support to Oxford's research, engagement and innovation community.

Research Services is a large team of over 140 research support professionals, with a wide-ranging remit including:

- Supporting the acquisition of external research funding, funder engagement and strategic research initiatives
- comprehensive funding, contracts and research development support
- Negotiating research-related contracts
- Supporting institutional research strategy, policy and planning
- Facilitating knowledge exchange, innovation and engagement and coordinating the development and delivery of knowledge exchange strategy and policy

- Promoting the responsible conduct of research and compliance with regulatory and research governance requirements
- Leading the continuous improvement of research administration at Oxford

Our values and commitments govern the way we work with others within Research Services, the University and externally, including our commitment to professionalism, consultation, teamwork and continuous improvement. You can read more about our values and commitments [here](#).

### **Research Governance, Ethics & Assurance Team**

This team provides support and policy around research involving human participants; both clinical and non-clinical; and including the use of human tissue and personal data. Our aim is to encourage research which protect the rights, dignity, safety and wellbeing of participants, researchers and research users, through the provision of expertise, training, guidance materials and support to academics undertaking research. We facilitate compliance and assurance with internal and external policy, standards and regulatory frameworks. The team supports submissions to internal and external research ethics committees and represents the University as research sponsor of clinical research. We advise on risk management in research, including provision of specialist research insurance services.

### **Joint Research Office**

The JRO is a partnership between the University of Oxford (OU); Oxford University Hospitals NHS Foundation Trust (OUH); Oxford Health NHS Foundation Trust; and Oxford Brookes University. The world-leading medical and healthcare-related research conducted by these partners combines clinical and academic expertise with state-of-the-art facilities and is dependent on the provision of effective support services by the JRO to translate discovery into patient benefit.

The JRO's specialist teams provide expert research support throughout the study life-cycle across a broad spectrum of areas. These include grant applications and pre-set up, through to contract and commercialisation expertise, communications advice and study closure. For more information please visit:

[researchsupport.admin.ox.ac.uk](http://researchsupport.admin.ox.ac.uk)

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.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>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

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

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### 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 if the application form used for the vacancy does not allow attachments).

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### If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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

### 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>

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).