



Job Title: Translational Research Technician
Grade: 5
Salary: £26,707 – 31,326 per annum
Department: Leicester Cancer Research Centre, Division of Cancer Sciences
Hours/Contract: Full-time, or job share considered, fixed term until 31st March 2027; with potential to extend subject to further external funding.
Job Family: Technical and experimental
Reference: 13738

Role Purpose

This post is funded through the NIHR/Cancer Research UK Leicester Experimental Cancer Medicine Centre (ECMC) Award and is aimed to support all aspects of tissue collection activities for a variety of clinical research studies and early-phase clinical trials at the ECMC. The post holder will be responsible for, and act as the first point of contact for, obtaining patient consent, collecting human tissue samples from all three University Hospitals of Leicester (UHL) NHS Trust sites, and processing the tissue in the laboratory after collection in accordance with Good Clinical Laboratory Practice (GCLP) standards.

They will also provide support for the running and maintenance of GCLP laboratories, including equipment monitoring and ordering, as well as offering training and guidance to staff and students involved in the handling of human tissues.

In addition, the post holder will ensure compliance with regulatory requirements for sample logging, processing and storage and that each study is audit-ready at all times.

The post holder is expected to be on site during working hours.

Main Duties and Responsibilities

- Take a lead in the acquisition and collection of clinical materials across UHL sites, liaising closely with clinical care teams to receive and accept samples, and to manage their transportation and logging into biorepositories, biobanks, and individual studies as appropriate, ensuring an adequate chain of custody and a full audit trail.
- Obtain consent from patients into clinical trials and studies that involve tissue collection for laboratory research, ensuring compliance with regulatory standards such as HTA and ICH-GCP, and audit processes.
- Provide laboratory support and cover as needed for the processing of human tissue samples in accordance with standard operating procedures (SOPs).
- Contribute to sample and data management and maintenance/ development of sample database systems.
- Maintain study site files, ensuring they are audit ready at all times.
- Ensure laboratory resources are in good working order and well maintained. Diagnose faults and facilitate maintenance and repairs of specialist and standard equipment as required.
- Uphold compliance with regulatory standards such as ICH-GCP, audit processes, standard operating procedures (SOPs), and Good Clinical Laboratory Practice (GCLP).
- Ensure that COSHH and other safety standards are maintained in own areas and laboratory records. This includes carrying out lab safety inductions on behalf of the ECMC Quality





Manager, including those required for NHS affiliated staff, advising on relevant health and safety matters.

- Ensure adequate laboratory stock consumables are available and procure where required.
- Provide support as required to the ECMC Research Manager and Quality Manager. This includes assisting in the implementation and development of SOPs as required.
- Engage in professional development and training in response to changing requirements of clinical trial guidelines and regulations at local and national level.
- Contribute information for research ethics submissions, research grant applications, reports for funding bodies and academic papers for publication.

Internal and External Relationships

Daily interactions with academic, research and technical staff, NHS physicians/surgeons/pathologists, staff at the Hope Cancer Trials Centre, students and visiting workers to facilitate sample collections to GCLP standards and within relevant timeframes.

Direct contact with patients when obtaining consent, collecting bloods or surgical specimens. The appointee may be required to accompany NHS patients to the blood room/phlebotomy with their blood forms as part of their standard care and access operating theatres and clinics during patient procedures to collect the research specimens.

Liaise with staff within the Division of Cancer Sciences regarding the use of laboratory facilities and resources, personally dealing with varied requests and issues arising within the laboratory and referring more complex issues to senior colleagues.

Planning and Organising

The post holder must have excellent communication, organisational, and time management skills to ensure that sample acquisition is undertaken in a timely manner and to designated quality standards.

The post holder will plan and organise their own workload while maintaining a flexible and adaptable approach, recognising that some sample collections will take place in operating theatres and that procedures may overrun, be cancelled, or be postponed.

The post holder must be diligent and demonstrate a high level of attention to detail to ensure that appropriate processes, documentation, and training are in place for ECMC studies requiring support, and that sample chain of custody and audit trails are maintained.

The post holder will be expected to attend relevant training courses and demonstrate a proactive approach to continuing professional and personal development in line with institutional policies and evolving research requirements.

Qualifications, Knowledge and Experience

Essential

- Minimum of NVQ level 3 (e.g. BTEC or ONC) in a relevant subject*
- Substantial post-qualification experience in a technical or clinical role*
- Recent experience (within the last 3 years) of working with human samples*
- Experience of obtaining consent from patients/volunteers for research studies*
- Knowledge of regulatory requirements when working with human samples.*





- Knowledge of good laboratory practice (GCP) and laboratory health and safety issues. *
- Experience in training staff in relevant techniques within a laboratory environment.

Desirable

- A good degree in a biological sciences or life sciences discipline
- Several years' experience of working in an NHS or clinical research environment
- Previous experience working in a quality managed environment (e.g. GCLP)
- Good understanding of Human Tissue Act
- Experience of working with sample databases and an understanding of sample database set-up. *

Skills, Abilities and Competencies

Essential

- Excellent written and verbal communication skills *
- Good attention to detail and ability to ensure that tasks are undertaken to a high standard.*
- Ability to work independently and also as part of a larger research team.*
- Ability to work collaboratively to identify, troubleshoot, and resolve problems.*
- Willing to undertake some out of hours work and be able to work flexibly.*
- Willing to work in both a clinical and University environment (this will include collecting samples directly from the operating theatre). *
- Willing to travel between hospital sites
- Willing to undertake further training as necessary.
- Competent using IT packages such as MS word, excel and powerpoint.

Desirable

- Good understanding of audit processes.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Additional Screening Requirements

Hepatitis B

You are required to comply with the University's screening and testing arrangements, in order to ensure that your Hepatitis B immunity status is properly documented and this offer of appointment is subject to the satisfactory outcome of that process.

Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.



This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of a Standard disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

NHS Research Governance

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

