UNIVERSITY OF LEICESTER

Job Summary

Job Title: Research Technician
Grade: 4
Salary: £24,590 to £26,707 per annum, pro rata if part-time
Department: Leicester Cancer Research Centre, Division of Cancer Sciences
Hours/Contract: Full-time, or job share considered, fixed term contract until 30 November 2026
Job Family: Technical and Experimental
Reference: 13313

Role Purpose

This post is funded by Cancer Research UK and is aimed at helping to deliver key grant milestones for the multicentre phase 2/3 COLO-PREVENT clinical trial, which will recruit high-risk patients from the NHS Bowel Cancer Screening Programme. Patients will be offered interventions to assess whether re-purposed drugs (aspirin and metformin) or dietary agents (resveratrol) may help to prevent colorectal polyp development.

The post-holder will be responsible for co-ordinating samples coming in to the Leicester Cancer Research Centre from the COLO-PREVENT study. This will include verifying, logging and storing all incoming and outgoing materials, identifying any regulatory issues and liaising with the Trial Managerand Principal Investigator to ensure that the study remains compliant.

They will also provide an interface for the COLO-PREVENT study team in Leicester in terms of interactions with the Trial study teams across England and Wales (up to 60 sites). They will be required to ensure regulatory compliance for sample logging, processing and analysis and that the study is audit ready at all times.

Main Duties and Responsibilities

- The post-holder will log details of incoming samples into a database, ensuring accurate recording so incoming and outgoing samples can be fully tracked according to Trial SOPs and all regulatory requirements.
- The post-holder will contribute to the acquisition and logging of relevant clinical materials from up to 60 sites across England and Wales. This will involve liaising closely with Trials Teams across all sites, and taking advice from the Leicester Trials manager and members of the local Trials team, referring any complex queries back to the management team
- The post-holder will provide general laboratory support for sample-related activities, including sample processing, analysis, ensuring equipment is well maintained and adequate stocks and stores are available, re-ordering as required with input from senior technical staff.
- Ensure compliance with regulatory standards such as ICH-GCP, audit processes, development of standard operating procedures (SOPs), and Good Clinical Laboratory Practice (GCLP) standards.
- Contribute information for research ethics submissions, reports for funding bodies, academic papers for publication and conference presentations.
- Engage in Continuous Professional Development and ensure that all appropriate training has been undertaken

Athena Swan Silver Award
Race Equality Charter Bronze Award
disability confident LEADER
LGBT+ 2020 - 2021 AWARDEE ORGANISATION
Stonewall DIVERSITY CHAMPIONS

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Internal and External Relationships

Daily interactions with the principal investigator (Prof Karen Brown), COLO-PREVENT trials manager and team, co-investigators, national Trials teams, researchers and sample couriers associated with the project.

Liaise with all members of the Leicester research team (including the wider Cancer Prevention Group and Leicester Experimental Cancer Medicine Centre), regarding the use of sample storage and laboratory facilities and resources, personally dealing with varied requests and issues arising within the laboratory and referring more complex issues to senior colleagues.

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/or have access to operating theatres and clinics during patient procedure to collect the research specimens.

Planning and Organising

The post-holder will be required to effectively manage their time to deliver on the priorities of the project.

The post-holder must be extremely well-organised and have very good attention to detail. They must be able to plan in advance to ensure that all sample acquisitions arrive and are dealt with in a timely fashion, and to designated quality standards.

Must be knowledgeable of regulations for working with human tissues and audit requirements.

Qualifications, Knowledge and Experience

Essential

- Technical or scientific education to ONC or NVQ level 3, or experience of working within a clinical trial setting *
- Recent experience of working with human samples (within the last 3 years) *
- Experience of working in a quality-managed environment *
- Knowledge of regulatory requirements when working with human tissue *
- Knowledge of principles of Good Clinical Practices (GCP) *
- Good working knowledge of Microsoft Office applications *

Desirable

Demonstration of one or more of the following would be desirable:

- A good degree in a biological sciences or life sciences discipline*
- Experience of working with databases/recording sample data
- Attention to detail

Skills, Abilities and Competencies

Essential

- Well-developed understanding of health and safety regulations and procedures *
- Excellent verbal communication skills *

- Excellent written communication skills *
- Very good attention to detail *
- Ability to work independently and also as part of a larger research team *

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.

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Job Summary

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.