



**Job Title:** Translational Research Technician  
**Grade:** 4  
**Salary:** £24,590 to £26,707 per annum pro rata  
**Department:** Leicester Cancer Research Centre, Division of Cancer Sciences  
**Hours/Contract:** Full-time (job share considered), fixed term until 31/10/2026  
**Job Family:** Technical and experimental  
**Reference:** 12798

## 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 human tissue collections from all three Leicester hospital sites and the post-collection processing of tissue in the laboratory to 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

- Collection of human tissue samples from across University Hospitals of Leicester sites into Bio-repositories, Biobanks and individual studies as appropriate. 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
- Provide laboratory support and cover as needed for the processing of blood and tissue samples in accordance with standard operating procedures (SOPs)
- Liaise closely with clinical care teams to accept and take receipt of samples, adhere to the transportation and logging process into Bio-repositories, Biobanks and individual studies as appropriate, ensuring adequate chain of custody and a full audit trail
- Ensure maintenance of equipment and workspaces in sample processing areas, and provide training for other users of GCLP facilities
- Ensure compliance with regulatory standards such as ICH-GCP, audit processes, standard operating procedures (SOPs), and Good Clinical Laboratory Practice (GCLP).
- Provide support as required to the ECMC Research Manager and Quality Manager
- 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, trial management staff, students and visiting workers in order to facilitate sample collections to GCLP standards and within relevant timeframes. Direct contact with patients when collecting bloods or surgical specimens.

Liaise with all Departmental members 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 be well-organised and plan in advance to ensure that sample acquisition is undertaken in a timely fashion, and to designated quality standards.

Must be flexible, taking into account that some sample collections will be from operating theatres and that operations may overrun, be cancelled or postponed.

**Qualifications, Knowledge and Experience**

**Essential**

- Minimum of NVQ level 3 (e.g. BTEC or ONC) in a relevant subject\*
- Relevant post-qualification experience in a technical or clinical role\*
- Experience of working with human samples\*
- Knowledge of regulatory requirements when working with human tissue\*
- Knowledge of principles of Good Clinical Practices (GCP)\*
- Well-developed understanding of health and safety regulations and procedures\*

**Desirable**

- Experience of working in an NHS or clinical research environment
- Experience working in a quality managed environment (e.g. GCLP)

**Skills, Abilities and Competencies**

**Essential**

- Excellent verbal communication skills
- Excellent written communication skills\*
- Excellent attention to detail\*
- Ability to work independently and also as part of a larger research team\*
- Must be comfortable with working in both a clinical and University environment (this will include collecting samples directly from the operating theatre)
- Willing to undertake some out of hours work and be able to work flexibly\*
- Willing to travel between hospital sites





- Willing to undertake further training as necessary
- Good working knowledge of Microsoft Office applications

**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.

**Criminal Declaration 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.

