



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Research Tissue Bank Manager, Leeds Institute of Medical Research,  
Faculty of Medicine and Health**



**Salary: Grade 6 (£27,511 to £32,817 per annum)**

**Reference: MHLMR1010**

**Closing date: 15 March 2020**

**Full time and fixed-term to 31 December 2022**

***We are happy to consider job share applications and are committed to flexible working for all our employees.***

## **Research Tissue Bank Manager Leeds Institute of Medical Research at St James's Division of Molecular Medicine**

**Can you coordinate the collection, preparation, storage and distribution of ethically approved human tissue? Do you have extensive laboratory experience which includes skills in human tissue handling and processing to include mammalian cell culture?**

We are seeking an enthusiastic and motivated individual to manage all aspects of our brain tissue banking activities. This post is available owing to funding from Brain Tumour Research and Support and OSCAR's Paediatric Brain Tumour Charity to establish and run a brain tissue biobank: the Leeds Neuropathology Research Tissue Bank (NeuroRTB).

You will have a qualification in a relevant biological discipline and experience in human tissue handling, processing, tracking and histology; with an understanding of the Human Tissue and Data Protection Acts, including knowledge of General Data Protection Regulations. Knowledge and experience in ethical approval requirements in a laboratory setting will also be essential. You will evidence an ability to conduct experiments and record data from numerous sources with a high level of accuracy and detail. You will have exceptional interpersonal and communication skills, strong numerical skills, be well organised, proactive, methodical and have meticulous attention to detail.

You will be responsible for the day-day management of all laboratory activities relating to brain tissue banking. You will be expected to contribute to tissue and fluid collection, processing and dispatch for the Leeds Neuropathology Research Tissue Bank (NeuroRTB). You will also take responsibility for the procurement and management of all data associated with tissue samples collected for the Leeds NeuroRTB. This will require data input to the on-site laboratory information management system, Medical Achiever, directly from source via liaison with appropriate clinical and diagnostic departments, and indirectly via migration from existing electronic patient records systems. The post holder will fulfil all administrative duties associated with the running of the Leeds NeuroRTB. The role is responsible for ensuring best practice agreed for the RTB is implemented locally and for regular status reporting.



## What does the role entail?

As Research Tissue Bank Manager, your main duties will include:

- Developing and implementing tissue banking processes compliant with relevant legislation (such as the Human Tissue Act, NRES approvals and General Data Protection Regulations), and maintain an awareness of any relevant regulatory issues;
- Developing and implementing data collection and input from multiples sites, including sample/patient records, clinical databases and consent forms;
- Responsibility for planning and organising the day to day running of the Leeds NeuroRTB to ensure that sample and data collection and processing goals are delivered according to an agreed timetable;
- Responsibility for problem-solving and making independent decisions relating to the day to day running of the Leeds NeuroRTB, with the support of the Management Committee when required;
- Coordinate and implement any audits or NHS NRES or funding applications relating to brain tissue banking activities in Leeds;
- Flexibility with working hours to accommodate sample collections;
- Providing technical input into future tissue processing and experimental design and advising on application of specialist techniques and equipment to other staff and students;
- Liaising effectively and pro-actively maintaining contacts with colleagues across different academic and clinical laboratories and units within the institute and ensure that information is acquired and stored appropriately;
- Contributing to the safe and well organised functioning of the laboratory;
- Responsibility for planning and management of resources, preparing project plans, ensuring good progress of work and keeping detailed records;
- Willingness to prepare, collate and present data to stake-holders such as annual reports for the Management Committee and funding bodies, and public engagement activities including via a web-presence;
- Provide feedback to the Management Committee on service usage, stock utilisation and to discuss progress and future plans;
- Willingness to identify and be trained in new laboratory techniques.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Dr Lucy Stead, Head of Glioma Genomics.

## What will you bring to the role?

As Research Tissue Bank Manager you will have:

- Minimum BTEC National Certificate or Degree, or equivalent, in a relevant biological discipline;
- Experience of routine histopathological techniques, including immunohistochemistry, and molecular biology techniques, including mammalian cell culture;
- Understanding of the Human Tissue and Data Protection Acts;
- Proven ability to conduct experiments and record data with a high level of accuracy and detail;
- Effective practical skills at the laboratory bench and familiarity with safety regulations;
- Computer skills including word processing and presentation software (PowerPoint) and database management (Excel/Access/Medical Achiever) to include data input/validation and sample tracking, with experience of using clinical databases;
- Good written and verbal communications skills;
- Good time management skills and ability to adhere to deadlines;
- A capacity to work effectively both individually and as part of a team;
- Ability to show initiative and judgement to resolve problems, working independently and developing new techniques where necessary;
- Able to provide specialist technical input into the development of research objectives and proposals.

You may also have:

- Experience working in a research tissue bank;
- Evidence of successful completion of the NIHR Learn Good Clinical Practice online training and/or relevant e-learning modules on the [Health Research Authority's learning management platform](#);



- Experience of liaising with health professionals and all members of the multi-disciplinary team across various levels;
- Evidence of successful completion of the MRC e-learning: Research and Human Tissue legislation e-learning package;
- Experience with Achiever Medical or equivalent system for sample management;
- Knowledge of how to obtain informed consent;
- Knowledge of the NRES Ethical Approval procedure;

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Dr Lucy Stead, Head of Glioma Genomics**

Tel: 0113 343 8410

Email: [l.f.stead@leeds.ac.uk](mailto:l.f.stead@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Leeds Institute of Medical Research](#). The institute and its facilities are predominantly based on the [St James's University Hospitals Campus](#) although some team are also located on the [University of Leeds' main campus](#).

Find out more about our Research: [Brain Cancer @ Leeds](#)

Find out more about [Athena Swan](#) in the Faculty.



## **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

## **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

