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# Temporary Laboratory Support Services Team Member

## Candidate Information

May 2025

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### The Institute of Cancer Research

#### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

#### Laboratory Support Services (LSS), Estates & Facilities

The LSS team provides front line support services to ICR scientists at Chelsea and Sutton, including collection and provision of sterile laboratory glassware; biohazard waste collection, specialist sterilization; pure water supply, laboratory media preparation and other similar duties.

The Estates and Facilities Directorate objective is to create the workplace and environment within which ICR staff can best achieve our mission and objectives, enabling our colleagues to do their job effectively, enabling productivity and ensuring everyone goes home safe and well.

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# Candidate Information

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A temporary LSS Team Member is required to support the production of high-quality culture media, reagents and other products and services required by our research scientists.

The successful candidate will join a small team and be involved in the production, quality assurance and equipment operation for media, sterile services and waste treatment.

There is opportunity to progress to involvement in procurement of consumables, recharging costs to research grants and the wider LSS functions and customer service.

The lab is currently working towards a MyGreenLab sustainability accreditation and is committed to continuous improvement and innovation to meet changing scientific needs.

The post is available for 1 year initially with potential scope for a longer term.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

# Candidate Information

## Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



### Pursuing excellence

We aspire to excellence in everything we do and aim to be leaders in our field.



### Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



### Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



### Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



### Leading innovation

We do things differently in ways that no one else has done before and share the expertise and learning we gain.



### Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



*Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.*

Professor Kristian Helin  
Chief Executive

# Candidate Information

## Job description

**Department / division:** Facilities & Laboratory Services (LSS), Estates & Facilities

**Pay grade / staff group:** Professional Services PS5

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** Media Lab Team Leader

**Accountable to:** Director of Estates and Facilities

**Main purpose of the job:** A temporary LSS Team Member is required to support the production of high-quality culture media, reagents and other products and services required by our research scientists.

### Duties and responsibilities:

#### Media Production

Preparation of buffered salt solutions, tissue culture media and bacteriological culture media from basic ingredients and/or commercially available powders. Carry out sterile filtration, prepare sterile media in the laminar flow station, carry out heat sterilisation of media using the autoclave

Understand the physiological importance of the medium components and their compatibility during medium preparation.

Operate the water purification system including changing cartridges and sanitising the system when necessary.

Be familiar with the use of the pH meter, balances, laminar flow cabinets, microbiological safety cabinets (MSC)

Carry out sterility tests, plate test techniques, tissue culture techniques, cultivation of adherent cell lines, cell counting in order to evaluate the quality of media. Carry out freezing and thawing of stock cell lines and bacteria.

Keep careful records of the preparation and testing of each medium batch including appropriate labelling and storage.

# Candidate Information

## Washroom

Collection and processing of laboratory glassware and hazardous waste
Provide correct validation loads during validation of autoclaves. Authorise the use of autoclaves after repairs, PPMs or validations based on written advice provided by maintenance engineers including checking validation documents.
Operate equipment as necessary including glasswashers, autoclaves, driers and ovens. Recognise machinery faults, arrange repairs or service when required. Monitor supply of steam, water and compressed air and inform maintenance in case of supply failure.
Maintain accurate records of services provided, equipment checklists and consumable stocks

## General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.
This role requires regular attendance at both Sutton and Chelsea sites.
The post holder will be trained and developed within the remit of this role and any other relevant training identified by the line manager.

# Candidate Information

## Person specification

### Education and Knowledge

A-Levels or equivalent in Maths, English and Science	E
Relevant degree or member of a professional body of recognised graduate status	D
Health and safety training; sustainability training	D
Knowledge of Windows and Microsoft Office software, particularly Excel	D

### Skills and Experience

Previous experience in laboratory or similar environment	E
Work experience in similar media production or laboratory washroom	D
Experience in dealing with equipment and maintenance engineers	D
Machinery operation experience (e.g. autoclaves, glass washing machines, drying ovens, water purification machines)	D
Experience of tissue culture techniques including freezing batches of cells, aseptic techniques and media component calculations	D
Effective communication and customer liaison skills	D
Working to meet service level agreements	D

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# Candidate Information

## Benefits

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We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

### **Further information**

You may contact Pavi Venkat for further information by emailing [pavi.venkat@icr.ac.uk](mailto:pavi.venkat@icr.ac.uk). This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.