

Job
description

Senior Laboratory Manager – Division of Cancer Therapeutics

Directorate: Centre for Cancer Drug Discovery and Division of Cancer Therapeutics

Pay grade / staff group: Senior Laboratory Manager (RM5 grade)

Hours / duration: Full time 35 hours per week Monday to Friday

Reports to: Abby Cook
(Senior Operations Project Manager)

Main purpose of the job

Responsible for the safe and efficient operation of the laboratories in the Centre for Cancer Drug Discovery and Division of Cancer Therapeutics, liaising with the Centre and Division teams and ICR Professional Services teams.

To facilitate compliance with key regulatory requirements (including Good Clinical Practice, the Human Tissue Act and GDPR), management of space and equipment, rolling out improvements to labs, sustainable practices and dealing with day-to-day operational issues.

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Person specification

Education and Knowledge

Undergraduate degree in scientific discipline	Essential
Higher degree and/or PhD in scientific discipline	Desirable

Key duties

To act as point-of-contact between Site Management, Estates, HS&E and DCT research teams.
To ensure safe and efficient running of critical services required for DCT research together with the Lab Manager
Liaising with Estates and HS&E to ensure appropriate induction processes are maintained
Coordinate and chair the CCDD Users Meeting
To liaise with Centre for Evolution and Cancer (CEC) research teams who share the CCDD building with CCDD
To manage key divisional and CCDD laboratory-focused budgets, and report on these to Team Leader meetings
To coordinate the CCDD equipment wish list and maintenance of the DCT elements of the ICR equipment register
Other tasks associated with the safe operating of the building
Responsible for supervising and supporting the work of the Laboratory Manager.
Mentoring and training the Laboratory Manager and sponsoring their career development. Together, they will ensure the safe and efficient running of the Division of Cancer Therapeutics laboratories in all DCT-occupied buildings at the Sutton site.
Planning, organising and managing modifications and refurbishments to DCT labs and offices.
Assist new teams' transition into DCT lab space, via either lab move, new equipment acquisition or both.
Acting as Division of Cancer Therapeutics' Information Officer (DIO) and liaising with the Institute's Information Manager on e.g. Freedom of Information Act and Data Protection Act issues.
Acting as the Division's Research Continuity Coordinator, liaising with the ICR Research Continuity Silver Team. First point of contact for CCDD in case of emergency.
Helping the CCDD Director and Team Leaders ensure that the Division's laboratories comply with the relevant Health & Safety legislation including COSHH compliance for both chemistry and biology.
Organising and leading 6-monthly safety inspections to highlight any issues (including security & access issues) and assisting in their resolution.

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Keeping up to date with current Health & Safety legislation / best practice. Advising Division's teams on same.

Representing DCT on the Site Safety Committee.

Ensuring that visitors to labs are kept safe and properly supervised during their time in the Division's labs.

Acting as the Division's point of contact for auditors during ISO inspections.

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.

Attending regular meetings

- ICR Sutton Site Lab Managers meeting (monthly)– raise any issues on behalf of the Division and feedback information from the meeting
- ICR Sutton Site Health, Safety & Environment Committee as local representative (quarterly) - taking any issues to the committee for discussion and feeding back (by way of written summary) information to staff as part of the ICR's H&S communications
- CCDD users meeting (monthly) as part of the lab management team to address issues & concerns raised by teams in the building
- Business Continuity meetings

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Skills

Excellent communication skills, verbal and written, with the ability to give clear instructions – essential for training purposes and dissemination of safety critical and organisational information to mixed discipline teams	Essential
Good observation skills, attention to detail and ability to keep appropriate records	Essential
Excellent record keeping to an auditable standard	Essential
Knowledge of good lab practices and associated legislative compliance. In particular of Health & Safety, GCP and HTA regulations.	Essential
Good organisational skills with ability to be flexible in order to react to issues and to prioritise so that delays to research are kept to a minimum while working to meet objectives and deadlines	Essential
Computer literate with ability to use e.g. MS Office, web-based tools and databases.	Essential
Approachable manner – to encourage local teams and other ICR staff to discuss issues so that they can be resolved in an efficient and timely way	Essential
Problem solving skills and flexible proactive approach to dealing with problems, and preventing them before they arise	Essential

Experience

Experience of delivering training to peers and junior staff	Essential
Previous working experience of a research lab	Essential
Budget management	Desirable
Line management experience	Desirable

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About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

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'.



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

