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# Scientific Officer – Genomics specialist

## Breast Cancer Now Research Centre Candidate Information



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July 2024

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### The Institute of Cancer Research

#### Description of the role

Under the leadership of Professor Michael Hubank, we are seeking a highly motivated and experienced Scientific Officer to work in the genomics of human breast cancer research.

The position will focus on the management, processing and analysis of clinical patient and non-clinical samples for high-throughput sequencing. This post will be part of the Breast Cancer Now Research Centre at our Centre in Chelsea but will be linked to complementary work at the Royal Marsden Clinical Genomics laboratory and Genomics Facility, based in ICR site in Sutton.

Candidates should have a BSc or equivalent in Biochemistry, Molecular Biology or Cell Biology or relevant disciplines.

#### About the Division and team

The Breast Cancer Now Toby Robins Research Centre at the ICR is the first centre in the UK entirely devoted to breast cancer research. Our goal is to advance research into the causes, diagnosis and treatment of breast cancer. It is located in state-of-the-art laboratory space, with excellent core facilities and is funded through a long term renewable programme grant from Breast Cancer Now. The Centre is directed by Clinician Scientist Professor Andrew Tutt and Professor Chris Lord is the Deputy Director. Our Breast Cancer Research Centre was recently awarded the 2022 AACR Team Science award with our breast cancer clinical research partners in the ICR's clinical trial and statistics unit and Royal Marsden hospital.

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The Clinical Genomics Translational Research Laboratory is based at The Centre for Molecular Pathology at The Royal Marsden hospital and The Institute of Cancer Research in Sutton. Our team supports clinical trials and translational research projects, delivering comprehensive genomic profiling of cancer patients. The goal is to develop and apply the most reliable and comprehensive genomic diagnostics to enable accurate clinical decisions that directly benefit patients at the Royal Marsden, in the North Thames region and nationally.

This position is offered on a fixed term till 31 July 2025 in the first instance, in line with our current 5 year funding cycle of 2020-2025. We are in the submission process for our next funding cycle. Starting salary is in the range of £28,500 to £34,608 per annum inclusive based on previous experience.

In addition to annual performance related pay awards, the salary scales are reviewed annually to consider cost of living increases. The position is based at the ICR site in Sutton. Annual leave entitlement is 28 days per annum. There is an additional entitlement to 8 bank/public holidays and 3 ICR-set privilege days.

### 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 about our history, culture, and achievements, and how our funders, supporters and partnerships help drive our work.



***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

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Our mission is to make the discoveries that defeat cancer.

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### Job description

**Department / division:** Division of Breast Cancer

**Pay grade / staff group:** Scientific Officer

**Hours / duration:** Full time (35 hours per week), Monday to Friday. Fixed term contract till 31 July 2025 in the first instance.

**Reports to:** Professor Michael Hubank

**Main purpose of the job:** We are seeking a highly motivated and experienced scientific officer to work in the genomics of human breast cancer research, focused on management, processing and analysis of clinical patient and non-clinical samples for high-throughput sequencing. The post will be based in the Centre for Molecular Pathology in Sutton.

### Duties and responsibilities:

#### Specific Duties

High throughput RNA sequencing library preparation (eg: 10x, Illumina and CRISPR based screening libraries)

Implementation of next generation sequencing approaches for clinical samples such as tumour and blood based derived material, patient derived models, *in vivo* and cell line models, including single cell methodologies and TCR sequencing.

To extract and quantify DNA and RNA from fresh and FFPE tissue samples

To extract and quantify cfDNA from plasma samples

To perform centrifugation and separation and freezing down cells from blood, as well as extraction of DNA and RNA

To support the delivery of translational laboratory research projects, focussing on breast cancer, together with other teams within the Breast Cancer Now Research Centre and the Royal Marsden Hospital

Be a point of contact for other teams in the Division to aid efficient co-ordination of sequencing experiments

To manage samples, including receipt of samples and accurate maintenance of databases and safe sample storage according to local guidelines

To assist other team members in the general running of the laboratory including maintenance and regulatory requirements, including strict adherence to ISO15189 in Clinical Genomics laboratory

Abide by and contribute to the Quality Standards within the laboratory (including audits, document review, validation and verification), HTA guidance for handling human samples in clinical trials.

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To accurately record, analyse and interpret data, in collaboration with other members of the team
To have a good understanding of the relevant literature
To give presentations at laboratory and institute meetings as required
To work in a flexible but organised manner
To meet objectives within pre-determined timescales
To be familiar with The Institute's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk

### 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.

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### Person specification

#### Education and Knowledge

A BSc or equivalent in Biochemistry, Molecular Biology or related disciplines	E
MSc in genomics or related discipline	D
Experience in a relevant laboratory	E
Knowledge of molecular and cancer biology	D
Demonstrate an interest in the relevant scientific literature	E

#### Skills

Demonstrable laboratory techniques, trouble-shooting skills etc.	E
Knowledge of next generation sequencing approaches and their application to basic and translational research	D
Proven organisational skills and record keeping	E
Good computer literacy and ability to use basic tools	E
Strong analytical skills and attention to detail	E
Good communication skills, written (including scientific writing) and oral	E
Ability to work as part of a team	E
Commitment to work in close collaboration with other group members	E
A strong commitment to successfully learn new research methodologies	E
Willingness to learn new skills	E

#### Experience

Proven experience in laboratory work and molecular biology techniques	E
Experience in RNA/DNA extraction from tissue/cells	D
Experience in NGS DNA and RNA library preparation	D
Experience in human sample collection, processing and analysis	D

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### General

Flexibility to work as an individual or as a member of a team	E
To contribute to the preparation of reports on the work carried out in the laboratory	D
To work under supervision and consult when appropriate	E
To take interest in the relevant scientific literature	E
To work well under pressure whilst maintaining accuracy	E

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### 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 Professor Michael Hubank for further information by emailing [mike.hubank@icr.ac.uk](mailto:mike.hubank@icr.ac.uk). This job description reflects the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.