

Job
description

Lab Manager – Division of Molecular Pathology

June 2024

Directorate:	Centre for Evolution and Cancer Division of Molecular Pathology
Pay grade / staff group:	Lab Manager
Hours / duration:	Full time 35 hours per week Monday to Friday fixed term contract for 3 years
Reports to:	Prof Trevor Graham

Context

The Division of Molecular Pathology currently consists of 11 multidisciplinary research teams focussed on studying cancers from patients and models that represent these. Our aim is to understand processes that drive tumour progression and resistance to treatment and leverage knowledge for translational benefit. The Division includes the Centre for Evolution and Cancer (CEC) where the post holder will be based on ICR's Sutton site. Pertinent to this role, we are equipped with cutting-edge single cell sequencing technologies such as the cellenONE (Cellenion) and the Chromium system (10X Genomics), a CODEX platform (Akoya Bioscience) for highly multiplexed spatial analysis, and have on-site world-class sequencing facilities.

Main purpose of the job

To act on behalf Teams in the Division of Molecular Pathology including those in CEC, and alongside other lab managers across the site. To facilitate compliance with key regulatory requirements, including GDPR and the Human Tissue Act, management of space and equipment, rolling out improvements to labs sustainable practices and dealing with day-to-day running issues.

Our mission
is to make the
discoveries that
defeat cancer.

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Duties and responsibilities

Key duties

A first point of contact for Site Management, Building & Maintenance, Health & Safety etc to disseminate information and co-ordinate works

Oversee space across the Division – labs, offices and computational space, carrying out inspections and local audits to ensure good housekeeping and compliance with ICR policies

Ensure compliance with HTA legislation and manage preparation for audits.

Provision of shared consumables and liaising with teams for recharging of other costs

Provide training for new staff and update old staff as required

Maintain local documentation of shared spaces as part of the building lab management team

Custodian of archived research material - lab books etc – maintaining information to comply with ICR retention schedules

Provide business continuity planning for the Centre and the wider Division as required.

To perform laboratory experiments as required and appropriate for the research of the Centre and Division.

To assist the Centre director and Head of Division with management of space in offices and laboratories

To manage laboratory and office orders, maintenance, audits, etc

To manage Centre and Divisional funds (as appropriate) for equipment maintenance and other up-keeping.

To provide training to new staff and updates to training for existing staff as required.

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

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- 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
- Attend HTA working group meeting and liaise with the HTA DI re internal audits and preparation for HTA inspections.
- CCDD users meeting (monthly) as part of the lab management team to address issues & concerns raised by teams in the building
- Business Continuity meetings (as & when)

This position will also fulfil the role of Business Continuity co-ordinator for the Division of Molecular Pathology (includes CEC). Business Continuity planning details the procedures in place and those responsible for ensuring the continuity of the ICR following an unplanned interruption. As Divisional co-ordinator you will act on behalf of the Head of Division, attend working group meetings and liaise with all teams in the Division to ensure their plans, contacts and records of critical equipment and samples etc are kept up to date. In the event of an incident you will be an important link in implementing the ICR's response

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Person specification

Education and Knowledge

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

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 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 is essential (position would suit someone wishing to transfer their skills to a managerial role)	Essential
Familiarity with molecular biology techniques, including cell culture, genomics	Essential
Experience of working with human and animal tissues	Essential

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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

