

Part A: Job Description

Job Title:	Assistant Laboratory Manager (Part-Time, 60% FTE)
Department/Division:	Cancer Research UK Cancer Therapeutics Unit, Division of Cancer Therapeutics
Team	Directorate
Grade:	SO
Responsible To:	Cancer Therapeutics Laboratory Manager
Responsible For:	None
Objective of the Post:	To aid the Laboratory Manager in keeping the division's laboratories and equipment functioning safely and efficiently

Key Duties and Responsibilities	
1.	Ensuring that all core facilities such as liquid nitrogen tanks, -80°C freezers, ultra-pure water systems are kept in good working order and that general facilities such as air conditioning, heating, lighting, and general laboratory infrastructure are maintained.
2.	Supporting the DCT Laboratory Manager to ensure the safe and efficient running of the Division of Cancer Therapeutics laboratories across the Sutton site.
3.	Lab repairs / liaison with Building & Maintenance
4.	Division Information Asset Administrator (DIAA) responsible for the Division's data archives and Data Protection audit, including issuing, tracking etc., of notebooks
5.	Assist with safety inspections & advice
6.	Assist with lab refurbishments
7.	Assist with space management
8.	Assist with research continuity
9.	Liaison with Health & Safety / Site Management, including deputising in meetings where required.

All employees are expected to familiarise themselves with the ICR's approach towards risk management, specifically its policies and procedures, which require all employees to play an active part in identifying and managing risk.

Any other duties which may be required and are consistent with the nature and grade of the post.

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.

Part B: Person Specification

Job Title:	Assistant Laboratory Manager (Part-Time)
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Person Specification	Essential or Desirable
Education and Knowledge	
1. First degree in a scientific subject	E
2. First degree in a scientific subject relevant to the ICR's function (biology, chemistry, physics, pharmacology or similar)	D
Experience	
3. Substantial experience of working in a scientific research laboratory	E
4. Relevant experience of working in a scientific research laboratory	D
5. Previous experience of hosting engineers for service/repair of scientific equipment	D
Skills	
6. Good communication skills	E
7. Good computer literacy (MS office, e-mail)	E
8. Familiarity with Unit4 / Agresso	D
General	
9. Interest / aptitude for laboratory safety	D