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Job Reference Number:

MI/26/11

Position:

Lab Support Technician

Group/Department:

Biological Resources Unit, Experimental Team

Salary:

£24,546 – £28,988 per annum, dependent upon experience

Duration:

Permanent



CRUK MI FURTHER PARTICULARS



Cancer Research UK Manchester Institute is a Research Institute within The University of Manchester and is core funded by Cancer Research UK



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1824

The University of Manchester



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PARTICULARS OF APPOINTMENT

Ref: MI/26/11

Job Title: Lab Support Technician

1. The Institute invites applications for the above post.
2. Salary will be within the range of £24,546 – £28,988 per annum, dependent upon experience.
3. Applications should be submitted via JobMarker, the online recruitment system by the closing date as stipulated in the advert.
4. For applicants who require assistance with their application please contact the HR Department for further information on:
Tel: +44 (0)161 306 9752 or +44 (0)161 306 3183
Email: jobs@cruk.manchester.ac.uk
5. Informal enquiries can be made to Lisa Dique, email: lisa.dique@cruk.manchester.ac.uk
6. Applicants are advised that if the Institute receives a high level of applications, we reserve the right to close the vacancy earlier than advertised.
7. The Institute will endeavour to contact shortlisted candidates promptly. However, there may be occasions where a high volume of applications are received, therefore an applicant's patience is appreciated.
8. As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.
9. As our Lab Support Technician, you will be a visible presence within the Institute, providing professional and timely services within your role.





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COPY OF THE ADVERTISEMENT

The Institute will actively foster a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of its community.

Lab Support Technician

- Salary range: £24,546 – £28,988 per annum, dependent upon experience
- Job Ref: MI/26/11
- Duration: Permanent Role

About the role:

We are currently looking for a Lab Support Technician to work within the Experimental Team of the Biological Resources Unit (BRU). The role of the BRU is to provide high quality housing, care and welfare for our laboratory mice. The environment within the facility must always be maintained to a high standard of cleanliness. The aim of this post is to provide day-to-day support for cage processing, management of consumables and general facility housekeeping. The Biological Resources Unit provides ongoing support for a wide range of Oncology *in vivo* models, and the Lab Support Technician role is an important part of the BRU team.

About you:

Previous experience of working in a cage wash service within an animal facility would be advantageous along with a good general understanding of how an animal facility runs. Alternatively, previous experience of working in a clean laboratory or in a hospital environment would also be useful, however this is not essential as full training will be given. You will have a proven ability to carry out routine tasks under minimum supervision and the ability to troubleshoot problems where appropriate. You will also have excellent organisational, time management and communication skills. You should be computer literate and able to keep good records. The successful candidate will be required to work flexibly and collaboratively as part of a team.

About Biological Resources Unit (BRU) Experimental Team

Please visit our website to view information about BRU Experimental Team:

<https://www.cruk.manchester.ac.uk/facility/bru-experimental-team/>

Why choose Cancer Research UK Manchester Institute

The Cancer Research UK Manchester Institute (www.cruk.manchester.ac.uk), an Institute of The University of Manchester (www.manchester.ac.uk), is a world-leading centre for excellence in cancer research. The Institute is core funded by Cancer Research UK (www.cancerresearchuk.org), the largest independent cancer research organisation in the world. In spring 2023, the Institute moved into a £150 million



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flagship purpose-built biomedical research centre directly attached to The Christie NHS Foundation Trust (www.christie.nhs.uk), in Withington, South Manchester.

We are partnered with The Christie NHS Foundation Trust (adjacent to The Paterson Building) one of the largest cancer treatment centres in Europe. These factors combine to provide an exceptional environment in which to pursue basic, translational and clinical research programmes.

Our aim is to understand the fundamental basis of cancer and apply that knowledge to developing new treatment strategies for cancer patients. Our advanced research programmes span a spectrum of cancer research, from the molecular and cellular basis of cancer through to drug discovery, translational research and clinical trials.

The Institute has access to outstanding laboratory facilities and exceptional core services, including next generation sequencing, microarrays, confocal microscopy, bioinformatics, histology and mass-spectrometry.

Take a look around the [Institute](#).

How to apply?

To apply for this position please complete the online application via 'Apply Now'. Please ensure you detail the names of two referees and ensure you submit your application before the closing date specified.

Please note this vacancy will close for applications at 18:00 hours on the closing date specified.

Job Description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date, please ensure that you save a copy of this document.





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Disabilities and alternative formats

The University of Manchester is a disability confident Leader and is committed to supporting disabled people in recruitment, employment, and career development. We will make reasonable adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so. Therefore, if you have any additional support needs throughout the recruitment process or require documentation in alternative formats, please do not hesitate to contact the HR Department, for further information, on:

Tel: +44 (0)161 306 9752 or +44 (0)161 306 3183

Email: jobs@cruk.manchester.ac.uk



The Disability Confident scheme, accredited by the Department for Work and Pensions (DWP), helps employers recruit, retain and train great people. Disability Confident organisations play a leading role in changing attitudes about, and increasing understanding of, disability. There are three levels of the scheme with Leader being the highest.



CANCER RESEARCH UK MANCHESTER INSTITUTE
JOB DESCRIPTION

JOB DETAILS

Job Title: Lab Support Technician

Department: Biological Resources Unit (BRU) – Experimental

Division: Cancer Research UK Manchester Institute (CRUKMI)

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. BRU Experimental Senior Scientific Officers (SSOs)
2. BRU Experimental Manager

JOB PURPOSE

To work as a part of a team to ensure the smooth running of the Services Team within the BRU on a day-to-day basis. The team is responsible for the general facility housekeeping, ordering and maintaining consumables stores, and operating cage washing machinery, equipment and autoclaves within the Biological Resources Unit (BRU).

BACKGROUND

The BRU provides high quality housing, care and welfare for our laboratory mice and is maintained to a high standard of cleanliness. The BRU provides ongoing support for a wide range of Oncology in vivo models.

DUTIES AND RESPONSIBILITIES

Will Identify and follow the appropriate procedure(s), and with sufficient in-house training as required, the post holder will:



- Safely operate cage washing and sterilizing machines, examples include – robot for dismantling cages, cage washer, autoclave, bottle washers and decontamination chamber.
- Co-ordinate the daily established routine tasks within the Cage Wash area, monitoring all sections of the service and identifying and dealing with potential problems.
- Maintain fresh supplies of consumables and good stock rotation, requesting re-order when necessary.
- Carry out ordering of local and NHS supplies.
- Remove, treat and dispose of waste from rooms as required.
- Transfer newly delivered goods to and from storerooms.
- Communicate, liaise and discuss with the rest of the support team to ensure smooth operation of the cage wash area on a daily basis and deal with any minor issues/problems within the team.
- Carry out rigorous cleaning regimes and contribute to the general upkeep of the facility.
- Monitor and maintain records for benchtop equipment as required.
- Report any faults encountered with the facility's service machines.
- Oversee engineer visits for servicing and equipment repairs.
- Communicate, liaise and discuss with the unit manager the smooth operating of the cage wash area on a weekly basis.
- Performs any other lab support technician duties and responsibilities as requested at the direction of the supervisors.
- Familiarise themselves with the University's Equality and Diversity policies and actively support these.

STANDARDS OF PERFORMANCE

- ◆ Work efficiently, cost-effectively and in a flexible manner
- ◆ To meet objectives within pre-determined timescales
- ◆ Effective communications to be maintained with staff at all levels
- ◆ Strict adherence to protocols, Institute policies
- ◆ To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
- ◆ Manage and prioritise own workload to meet deadlines
- ◆ Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible
- ◆ Be a team player



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- ◆ To strive to accomplish high quality of work
- ◆ To complete a security check screening as and when required

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, competencies and other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: Lab Support Technician

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> No formal qualification required (evidence of literacy and numeracy skills preferred) 		CV, Interview and References
EXPERIENCE	<ul style="list-style-type: none"> No experience necessary as full training will be given Working within a small team Previous experience in the use of computers 	<ul style="list-style-type: none"> Previous experience of working within a cage wash service area within an animal facility, OR Previous cleaning experience in a hospital or laboratory setting 	CV, Interview and References
SKILLS	<ul style="list-style-type: none"> Good Communication skills both written and verbal Ability to use Microsoft Office Ability to complete repetitive tasks to a high standard Able to follow instructions to a high standard Attention to detail in all work, ability to maintain accurate records Effective organisational skills and good multi-tasking ability. Proven ability to work independently and flexibly Good time management 	<ul style="list-style-type: none"> Good computer skills (email, excel spreadsheets etc.) Able to use own initiative to make decisions on how best to organise day to day tasks Capable of following detailed instructions / standard operating procedures correctly 	CV, Interview and References



KNOWLEDGE	<ul style="list-style-type: none">• Basic knowledge and skills necessary to understand and carry out routine procedures	<ul style="list-style-type: none">• A general understanding of how a laboratory animal facility runs• Previous experience of maintaining stock levels of consumables• Previous experience of using computer systems to order consumables	CV, Interview and References
OTHER	<ul style="list-style-type: none">• Ability to identify problems and report them to supervisor or other members of staff• Motivated and able to work to strict deadlines• Ability to work well within a team framework as well as on an individual project• Excellent time keeping• To show commitment to equality and fairness and integrity in dealing with others• To be willing to work across organisational boundaries• To seek new knowledge and share ideas• To be open and responsive to change and innovation	<ul style="list-style-type: none">• Ability to discuss problems and troubleshoot where appropriate	CV, Interview and References



THE CITY OF MANCHESTER AND THE REGION

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing.



It is consistently ranked as the best liveable city in the UK by the Economist Intelligence Unit. In 2021, Manchester was ranked in the top 3 of the TimeOut World's Best Cities list with the comment, "the friendliest city with the best community spirit and top-notch nightlife including its Gay Village and Northern Quarter in the heart of the city." It has a highly cosmopolitan atmosphere, and its cultural life is internationally renowned.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and the Manchester Central Reference Library.



Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements. Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia in Wales are also within easy reach.





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Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and includes connections near to the Institute.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown.

Amongst the developments enriching the area's cultural life have been the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.



Trafford, specifically Old Trafford, is known internationally for sport, it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.





OUR BENEFITS PACKAGE

Facilities and General Discounts

We have a wide range of fantastic facilities for you including coffee shops, cafes, and restaurants in various buildings on Oxford Road, library, museum, art gallery, theatre (providing music and drama) and the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these, many of which are free to staff. Staff also have a plethora of discounts available to them on fitness, entertainment, restaurants, hotels, supermarkets, and online retailers.

Health and Fitness

We have a fantastic range of sports and fitness programmes across three of the best sports facilities in the city of Manchester. Each of our facilities provides something for everyone and are in convenient locations across Oxford Road, Fallowfield and all the way into the City Centre. Staff have a discounted membership to these facilities.

Wellbeing

The Institute is committed to supporting staff wellbeing and have a range of resources available. This includes a free 24/7 helpline through our Employee Assistance Programme which allows staff to talk in confidence to trained counsellors and advisers on areas like emotional, physical, and mental health.

The University's counselling service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. It is accessible to all staff and is part of a wider network of help and support; and can advise on where else to seek help and make referrals to NHS mental health services.

The University's Occupational Health service provides confidential services to protect the health of staff and ensures that all health issues are effectively managed. Additionally, the Institute has wellbeing working groups and employee champions to support staff.

We offer a generous annual leave allowance of 32 days per year, (pro rata for part time staff) plus bank holidays for England. The Institute gifts an additional day's leave on Christmas Eve.

Travel

The Institute is committed to reducing its environmental impact and actively supports and promotes travel by sustainable means. We work closely with The Christie NHS Foundation Hospital to have a green travel plan that aims to provide a package of measures that increase the travel options available to staff. These options include as a Cycle to Work Scheme and annual interest-free travel loans with Northern Rail, Stagecoach and Metrolink.

Family Friendly Support

If you have childcare responsibilities the Institute can provide you with a range of support to assist you in balancing your work and home life commitments. Information is available on the government's Tax Free Childcare Scheme and The University's Workplace Nursery Scheme. We also have a range of family friendly policies and staff have the right to request to work flexibly.

Equality, Diversity, and Inclusion (EDI)

The Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality. The Institute has an EDI committee which provides leadership, drive and strategic direction on equality, diversity, and inclusion across all parts of the Institute. The committee will seek to promote cultural change and ensure that the EDI action plan is embedded across all functions of the Institute.

Personal Development

Whether you are a research scientist, technical or operational staff, you will receive excellent on the job training and an opportunity to share skills experience and expertise in a collaborative environment. The Institute has a range of training available for support and professional development.

Disability

The Institute is committed to providing a positive working environment free from discrimination, harassment, or victimisation due to a disability where all staff are treated with respect and dignity. The Institute has access to a Disability Advisory and Support Service (DASS) which has a dedicated disability adviser for staff to provide advice, guidance and support about a range of practical adjustments in the workplace.

Pension

We have two generous pension schemes to provide benefits for you and your family. For more details, please contact the HR department.





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ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS

Shortlisted Candidates:

1. We will reimburse reasonable travel expenses. You need to retain all your receipts, as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.
2. If candidates require accommodation the Institute can arrange this for you. Please notify the HR Department as soon as possible so that this can be arranged on:
Tel: +44 (0)161 306 9752 or +44 (0)161 306 3183
Email: jobs@cruk.manchester.ac.uk.

*Please note that reimbursement for accommodation may **not** apply.*

3. If candidates have any additional support needs to enable them to attend an interview, they will be able to request/discuss this with the HR department when arranging the interview.
4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.
5. All dates and times stated in correspondence from the Institute refer to UK BST (British Summer Time).
6. Candidates need to bring along their passport to interview, a copy of which will be taken for our records, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the HR Department prior to the interview on:
Tel: +44 (0)161 306 9752 or +44 (0)161 306 3183
Email: jobs@cruk.manchester.ac.uk.

7. MS Teams or **Zoom interview with or without presentation:**
Instances may arise where we propose to hold an online interview as a (first stage) selection process. If this is the preferred method of interview, this will be



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stated on your invite to interview email. You will be provided with a link and password to attend the interview at a specified time on a specified date. This link will redirect you to your MS Teams/Zoom interview. 24 hours prior to interview we will require:

- A contact telephone number emailed to jobs@cruk.manchester.ac.uk along with a scanned copy of passport for ID purposes
- Where applicable, a copy of your presentation emailed to: jobs@cruk.manchester.ac.uk.

Please note:

You do not have to have a Zoom account to attend a Zoom interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You do, however, need to have a working microphone and camera connected to your electronic device, for this interview to go ahead.

The criteria will be consistent with all other candidates.





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STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The post of Lab Support Technician is on a Cancer Research UK pay scale. It's on an M11 grade with a salary range of £24,546 - £28,988 per annum (dependent upon experience).
- Your employment will be with The University of Manchester appointed under the Cancer Research UK Manchester Institute terms and conditions.
- Salary is paid monthly on the penultimate last working day of the month.
- There are 32 days holiday per year plus Bank Holidays for England.
- Duration of contract is permanent.
- Working hours are 35 hours per week.
- There is a probationary period attached to this post of 6 months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.
- You are eligible to USS (<https://www.uss.co.uk/>) pension scheme.
- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.
- Offer is subject to receipt of satisfactory references and proof of your highest qualification.
- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.
- Please note this role is not eligible for sponsorship under the Skilled Worker route of the Points Based System. Candidates will need to be able to



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demonstrate their right to work in the UK in order to be eligible to take up the post.

- The appointment will be subject to a satisfactory pre-employment enhanced security check.
- The successful candidate is required to complete a Rehabilitation of Offenders/Criminal Records declaration form at the offer stage of the process. *Please note a criminal record will not necessarily be a bar to obtaining a position.*
- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and trains to all CRUK Manchester Institute locations. More information about this can be found on our 'Our Benefits Package' page or by contacting the HR Department.

Please note there are car parking restrictions imposed around these sites.



**DON'T FORGET TO FOLLOW US ON SOCIAL
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**THANK
YOU!**



Cancer Research UK Manchester Institute is a Research Institute within
The University of Manchester and is core funded by Cancer Research UK