JE3327

Guy's and St Thomas'
NHS Foundation Trust

PERSON SPECIFICATION

Vaccine and Trials Research Laboratory Coordinator

Research and Development (R&D) Department

Requirements	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications/ Education	Biomedical Science degree, or equivalent knowledge, skills and experience Evidence of Continuing Professional Development (CPD) Current Good Clinical Practice (GCP) certificate Current Good Clinical Laboratory Practice (GCLP) certificate	**A** **A** **A** **A**	Recognised IATA training	**A/I**
Previous experience	A minimum 3 years post-qualification work experience in a related field Previous experience of working in a research laboratory handling and preparing samples for research studies/clinical trials Experience in handling dry ice Experience of training others Experience of working within a quality system, including use of SOPs and understanding of safe and effective use of equipment Experience of contributing the development and implementation of laboratory working practices and Standard Operating Procedures (SOPs) Experience of working independently and as part of a team	**A** **A** **A/I** **A/I** **A/I** **A/I** **A/I**	Experience within the NHS or a complex organisation Experience in use of microbiological safety cabinets Knowledge of Quality Management Systems (QMS) Experience of quality assurance processes including accreditation standards Experience of external audit and inspections of research laboratories Experience line managing staff Experience in carrying out competency assessments Experience of temperature monitoring systems Previous coordination role within a lab environment	**A** **A** **A/I** **A/I** **A** **A** **A** **A**
Skills/ Knowledge/ Ability	Proficient in sample preparation, processing, storage and shipping. Competent to advise others on these processes.	**A/I/T** **A/I**	An understanding of the commercial research environment and the expectations of its stakeholders	**A/I**

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	Good understanding of laboratory and clinical terminology	**A/I/T**	A good understanding of the NHS and the changing environment of NHS-hosted research	**I**
	Ability to acquire in-depth knowledge of trial laboratory and advise on study set up as it pertains to laboratory processes	**A/I/T**	Good comprehension of service need	**I**
	Detailed knowledge of relevant guidelines and regulations pertaining to research and the handling, preparation and processing of research study/trial samples including: • ICH GCP • GCLP • The Medicines for Human Use (Clinical Trials) Regulations • Human Tissue Act (HTA)	**A/I**		
	Understanding of confidentiality procedures and national and international regulations pertaining to use of personal information including: • Caldicott guidelines • Data Protection Act • General Data Protection Regulations	**A/I/T**		
	Understands the importance and role of audit and can demonstrate knowledge of audit processes	**A/I/T**		
	Able to take and follow instructions	**A/I**		
	Accuracy in working with close attention to detail	**A/I**		
	Proven ability to make decisions, organise and prioritise own work in a busy work environment and time critical situations	**A/T**		
	Ability to solve problems and plan ahead	**A/T**		
	Able to supervise staff and appropriately and fairly delegate	**A/I**		
	Proficient in computer packages such as MS Word, Excel, PowerPoint, databases and laboratory programmes	**A/I/T**		

** A=application/ I=interview/ T=Test/ assessment centre*