UNIVERSITY OF CAMBRIDGE

CANCER RESEARCH UK | Cambridge Institute

Governance & Quality Assurance Specialist (Scientific Associate)

Cancer Research UK Cambridge Institute

Closing date: Monday 23rd November 2026

Job Reference: SW51658









Race Equality Charter Bronze Award

We are a Living Wage Employer

disability confident COMMITTED

Athena SWAN Silver Award

Governance & Quality Assurance Specialist (Scientific Associate)

Salary:
£34,630-£40,704

Contract:
1 year fixed-term contract

Location:
Cambridge

Faculty / Department:
Cancer Research UK Cambridge Institute

Responsible to:
Head of Governance & Quality Assurance

Working Pattern:
Full Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.



Purpose of the role

Join us at the world-leading CRUK Cambridge Institute. We're a unique department of the University of Cambridge, core funded by Cancer Research UK's charitable activities, and we're eagerly searching for a Governance & Quality Assurance Specialist (Scientific Associate) to join our Governance & Quality Assurance team.

The team is responsible for the systems behind the ethical and lawful use of human samples in research and clinical trials at the CRUK Cambridge Institute, across its 20 research groups and 11 core facilities. This work underpins research integrity at the Institute.

Human tissue work is carried out under the Human Tissue Act 2004 and the Addenbrooke's Hospital Research Tissue Bank licence issued by the Human Tissue Authority (HTA). The team manages the Institute's central long-term storage facilities for human material and supports and oversees the human tissue storage held by individual groups and facilities. It also supports the Laboratory Information Management System (LIMS) used to track samples from donor to research use, the central Human Tissue and Blood Processing Suite, and HTA, operational and safety training.

A description of the role duties is included overleaf.

Our institute links the laboratory to the clinic, carrying out cancer research of direct relevance to patients.

Our mission is to tackle the most difficult problems in cancer and improve patient outcomes.

Our science holds the solution.

1	Human tissue sample management • Support the receipt, registration, storage, transfer and disposal of human tissue samples for research and clinical trials, in line with the HTA licence and agreed procedures. • Check that samples are covered by valid ethical approval and consent before they are accepted, referring any concerns to the line manager. • Keep sample records and audit trails in the LIMS accurate and complete, including archived material.
2	Containment Level 2 Facility and Storage Maintenance • Carry out routine checks, cleaning and stocking of the Human Tissue and Blood Processing Suite and the central storage facilities, including freezers and signage. • Organise equipment repairs and servicing, and schedule engineer visits, for the suite and storage facilities. • Act as an out-of-hours emergency contact for the suite and storage facilities, following the agreed emergency procedures. • Deliver operational training to users before they are given access to the suite as required.
3	Quality systems, including LIMS • Support the day-to-day use of the LIMS and other quality systems by keeping sample and project records accurate and complete. • Test changes to systems and processes against agreed requirements and record the results for review. • Update user guides and train and support Institute staff and core facility users in using the systems. • Report system issues and progress promptly and attend user group meetings when asked.
4	Governance & Quality Assurance support • Prepare records and evidence for internal and external audits and inspections and record progress on agreed actions. • Record deviations, incidents and issues accurately and report them promptly to the line manager. • Give staff routine guidance on governance procedures, passing complex or non-standard queries to the Head of Governance & Quality Assurance. • Assist the team in keeping controlled documents, forms and training records up to date in line with agreed review schedules.
5	Other Duties • Carry out other duties appropriate to the grade, as required by the line manager. • Support updates to the team's web pages and SharePoint sites for its functions, as requested. • Keep equipment asset records and inventories up to date across all team areas, as required. • Act on responsibilities delegated in emergencies.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
Degree in a laboratory-based science, or equivalent laboratory experience.	✓	
Higher degree in a relevant lab based subject.		✓
Experience & Skills		
Considerable experience of working in a laboratory environment.	✓	
Experience of working with human specimens.	✓	
Experience of working in a team to agreed procedures, with priorities set by a line manager.	✓	
Experience of cell culture.		✓
Experience of handling potentially infectious clinical samples in a containment level 2 laboratory.		✓
Experience of Human Tissue Authority (HTA) audits or inspections.		✓
Good working knowledge of Microsoft Office 365, including Word, Excel, Outlook, Teams and SharePoint.	✓	
Experience of working with databases or a laboratory information management system (LIMS).	✓	
Good working knowledge of the Human Tissue Act 2004 as applied to research.	✓	
Ability to follow direction, standard operating procedures and risk assessments.	✓	
Strong work ethic and commitment to working within a team.	✓	
Accurate record-keeping and attention to detail.	✓	
Knowledge of laboratory quality and regulatory requirements for storing and handling human samples, such as sample traceability and storage standards.		✓
Experience or knowledge of cryostorage facilities and working with liquid nitrogen, including awareness of the associated risks.		✓
An understanding of Health and Safety regulations applicable to the laboratory environment and to working with potentially infectious clinical samples.		✓
Familiarity with the legal and regulatory requirements governing the ethical conduct of research.		✓
On-call out of hours for emergencies would be required.	✓	

Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	C
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	C
Strategic Focus	C

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Cancer Research UK Cambridge Institute

We are a world-leading cancer research institute dedicated to improving patient lives through discovery science.

Our research focuses on understanding every stage of the tumour lifecycle. By studying how tumours grow, adapt, and interact with their surroundings, we gain crucial insights into cancer. This knowledge helps us develop new ways to prevent, detect, and treat cancer effectively.

Our 12 Core Facilities are equipped with cutting-edge technology and staffed by scientists and technical experts, partnering with researchers to drive scientific progress through training and experimental design. Dedicated on-site operational teams ensure the seamless functioning of the Institute, covering everything from administration and property maintenance to finance and human resources.

Core Funding

Generous and flexible core funding from Cancer Research UK both provides our state-of-the-art research environment and also supports our Group Leaders alongside their individual research grants. This allows our scientists to engage in long-term, strategic research programmes outside of the short-term funding structure of academia.

Innovation and translation

Our research is already making a positive impact for patients and their families. From developing innovative diagnostic tests to advancing imaging methods, we are translating our findings through clinical trials, partnerships, and spin-out companies.

91%

are proud to work or study at the Institute.

87%

believe the Institute is a great place to work.

90%

are pleased with our training offering.

92%

Enjoyed their working relationships.



We have a strong environment to support the innovation and translation goals of our researchers. We dedicate space on-site to incubate new start-ups and our Office of Translation and Impact provides direct support and guidance with translation activities, impact measurement, and promotion.

Research Environment

We are part of Cancer Research UK's national research network and one of four CRUK-funded Institutes. In Cambridge, CRUK supports a rich ecosystem including a Major Centre, Drug Discovery and Genomics facilities, and early detection and clinical research initiatives.

Located on the Cambridge Biomedical Campus, Europe's largest and most dynamic centre for medical research and health science, we collaborate closely with Addenbrooke's Hospital, the new Cambridge Cancer Research Hospital, and industry leaders like AstraZeneca.

Culture and community

We provide a creative and supportive environment for all our staff and students to build a purposeful career that makes a real difference. There are opportunities for professional development at every stage, from accredited qualifications and on-the-job training to a wide range of courses through platforms like LinkedIn Learning. We prioritise wellbeing through initiatives such as Mental Health First Aiders and a programme of staff-led clubs, social events and networks encourages collaboration and a positive working culture.

Find out more at www.cruk.cam.ac.uk



School of Clinical Medicine

Doing great work in a great place to work

About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism Epidemiology, Public Health and Primary Care Genetics and Genetic Medicine Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

Terms of Appointment

Tenure and probation
The appointment(s) will be made on a fixed-term basis for 1 year.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern
The hours of work for a full-time position are 37 hours per week, working Monday – Friday.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave
Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:
This role requires a security check and basic disclosure. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/ disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the HR team at mailbox-hr@cruk.cam.ac.uk

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – "to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence" – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

"Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,

Vice Chancellor 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

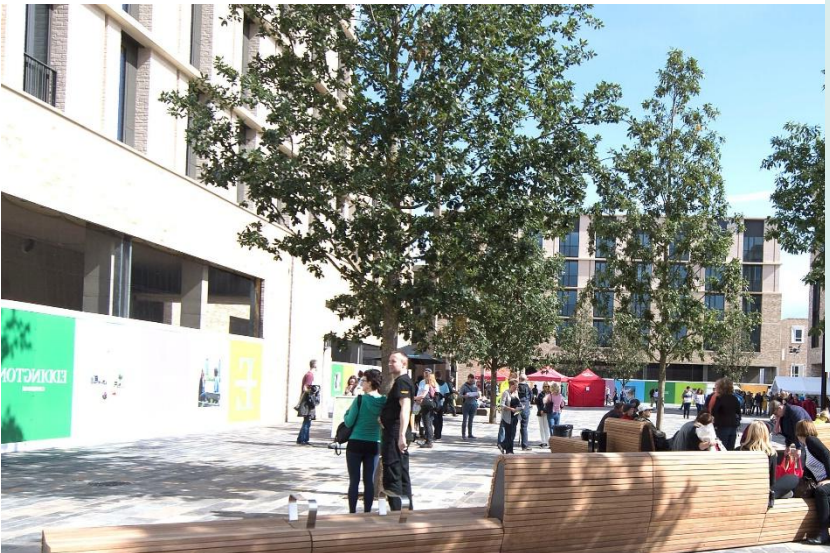
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: https://www.accommodation.cam.ac.uk/





What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group (https://www.nvs.admin.cam.ac.uk/) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.



Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process, please contact:
mailbox-hr@cruk.cam.ac.uk

