Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Athena Swan Silver Award

Gender Charter

Diversity & Equality

Queen Mary

Queen Mary University of London

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Tissue Collection Officer
School/Dept/Institute Centre/Faculty	Barts Cancer Institute, Centre for Tumour Biology
Reports to	Deputy Operations Manager
Grade and salary	Grade 3, SP 19-27
Hours per week	**Full-time**
Appointment period	24 months
Current location	Charterhouse Square
Work activity type	Technical

About Queen Mary University of London

Ranked joint 7th in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

About The Faculty of Medicine and Dentistry

The Faculty of Medicine and Dentistry offers international excellence in research and teaching and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway. At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health. Queen Mary is in the top 10 universities in the UK for medicine and dentistry and 7th in the world for research citations for medicine in the QS World University Rankings by Subject 2025. In the Complete University Guide 2026, we are ranked first in London for dentistry and second in London for medicine.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell. The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on Better Health for All.

Job context

The Tissue Collection Officer plays a vital role in supporting the Breast Cancer Now Biobank (BCNB) and Barts Cancer Institute Breast Biobank (BCIBB) and associated tissue banking activities by facilitating the ethical collection, processing, storage, and distribution of high-quality biological samples and associated clinical data for research purposes. Working closely with clinical teams, researchers, and laboratory staff across Barts Health NHS Trust and collaborating hospitals, the post holder acts as a key link between patients, healthcare professionals, and the biobank.

The role requires regular interaction with patients and donors, obtaining informed consent in accordance with Human Tissue Authority (HTA) requirements, Good Clinical Practice (GCP), and relevant governance frameworks. The post holder contributes directly to the provision of valuable tissue and blood samples that support world-leading breast cancer research, helping to advance understanding of the disease and improve patient outcomes.

Based primarily at Charterhouse Square, the role involves travel to associated clinical sites and hospitals to support tissue collection activities and ensure the efficient operation of the Biobank.

Job purpose

To support the delivery of the BCNB and BCIBB by identifying, approaching, and consenting eligible patients and donors for tissue banking activities. The post holder is responsible for collecting, processing, documenting, and managing biological samples and associated clinical data in accordance with regulatory, ethical, and quality standards.

The role contributes to the successful acquisition and provision of high-quality tissue and bodily fluid samples for translational and clinical research, ensuring compliance with Human Tissue Authority regulations, Good Clinical Practice, Good Laboratory Practice, and organisational policies while maintaining the highest standards of patient care, confidentiality, and professional conduct.

Main duties and responsibilities

Patient Recruitment and Consent

- Identify and approach eligible patients and donors in clinics, wards, and other clinical settings for participation in tissue banking activities.
- Obtain informed consent from patients and donors in accordance with approved protocols, Human Tissue Authority regulations, and Biobank procedures.
- Provide clear and accurate information regarding tissue banking and research participation, ensuring individuals are fully informed before consenting.
- Undertake phlebotomy procedures, following appropriate training and competency assessments, where required to support sample collection.

Sample Collection and Processing

- Collect tissue, blood, and other biological samples from patients undergoing treatment within Barts Health NHS Trust and collaborating healthcare organisations.
- Ensure the safe handling, labelling, transportation, and storage of biological samples in accordance with Biobank standard operating procedures (SOPs) and relevant legislative requirements.
- Process tissue and bodily fluid samples using approved protocols to maintain sample integrity and quality.
- Support the preparation and distribution of biospecimens to researchers in line with approved requests and governance processes.

Data Management and Compliance

- Maintain accurate, timely, and secure electronic and paper records relating to donor consent, sample collection, processing activities, and clinical information.
- Ensure all records are maintained in compliance with Human Tissue Authority requirements, Data Protection legislation, and organisational policies.
- Assist with data verification, quality control activities, audits, and reporting requirements.
- Support regulatory inspections and accreditation processes by maintaining appropriate documentation and records.

Quality Assurance and Governance

- Assist in the development, review, and updating of standard operating procedures in collaboration with the Biobank Operations Manager.
- Contribute to the implementation and maintenance of quality management systems and continuous service improvement initiatives.
- Participate in regular audits and quality assurance activities to ensure compliance with HTA, GCP, and GLP standards.
- Maintain an up-to-date knowledge of relevant legislation, regulations, and best practice related to tissue banking and biomedical research.

Training and Collaboration

- Support the induction, training, and mentoring of Tissue Collection Officers and other staff members across associated sites.
- Work collaboratively with multidisciplinary teams including clinicians, nurses, researchers, laboratory staff, and administrative colleagues.
- Act as a key point of contact between clinical and research teams to facilitate effective tissue banking operations.
- Provide cover for colleagues during periods of absence and contribute flexibly to meet operational requirements.

Health, Safety and Professional Practice

- Maintain high standards of laboratory, clinical, and workplace safety at all times.
- Comply with all relevant health and safety policies, infection prevention procedures, and risk management requirements.
- Ensure adherence to Good Clinical Practice (GCP), Good Laboratory Practice (GLP), Human Tissue Authority regulations, and organisational policies.
- Participate in relevant training, professional development, and academic activities to maintain and enhance knowledge and skills.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably required.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Citizenship

The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures.

It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty. As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the Faculty's EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

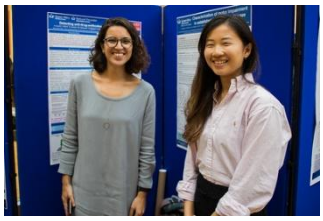
Queen Mary University of London

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
BSc or equivalent in biological science or allied health field	☒	☐
MSc in Cancer Biology, Pathology, Cancer Therapeutics or related subject	☐	☒
Experience/Knowledge		
Reasonable laboratory experience	☒	☐
Experience in human tissue/specimen handling	☒	☐
Experience using and managing scientific databases	☒	☐
Experience in phlebotomy	☐	☒
Experience communicating with patients or other lay audiences	☒	☐
Experience of working with multi-disciplinary teams	☐	☒
Thorough working knowledge of Human Tissue Act, Principles of Good Clinical Practice, General Data Protection Regulation and research governance framework legislation, together with the ability to disseminate the knowledge and information	☒	☐
Skills/Abilities		
Ability to maintain accurate and detailed records	☒	☐
Ability to organise and prioritise own work	☒	☐
Excellent written and verbal communication skills	☒	☐
Effective team working	☒	☐
IT Literate	☒	☐
Other		
The role requires a Standard Disclosure and Barring Service.	☒	☐
Flexible and co-operative approach to colleagues	☒	☐
A demonstrable ability to cope under pressure	☒	☐
Self-awareness and ability to exercise and demonstrate sound judgement in decision making	☒	☐
*The ability to meet UK ‘right to work’ requirements.	☒	☐





* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about us can be found at:

www.qmul.ac.uk/BCI

Informal enquiries should be made to:

Name: Katie Thornton

Email: k.a.thornton@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.

