



School of Health and Medical Sciences

Cardiovascular and Genomics Research Institute

Job Title: Junior Technician

Ref: 118-25-R

JOB DESCRIPTION

Post Title	Junior Technician
Grade	CSG 4
Contract type	Fixed term 18 months
Responsible to	Professor Elijah Behr
Accountable to	Mason Connolly, Elizabeth Hayter, Noushin Masoudi
Responsible for	N/A
Liaises with	Internal: Biobank team, research staff, clinical team members, health and safety and environment team External: Biobank collaborators, clinical genetic laboratories, company representatives, service engineers, international collaborators

Overall purpose of job

The main purpose of this role is to provide technical assistance for the Cardiac Genetics Group, and NIHR BRC Biobank with an emphasis on DNA extraction from blood and tissue, accurate sample management and storage, updating the sample database and support for key research projects including assisting with preparation of samples for sequencing studies and supervising/supporting.

1. Main Duties and Responsibilities

Specific Requirements:

Technical Support Responsibilities:



- Perform DNA extraction and ensure appropriate sample storage.
- Conduct RNA extraction and manage storage during staff absences.
- Liaise effectively with the Biobank pathology technician to coordinate sample handling.
- Oversee sample management, including logging, tracking, storage and quality control.
- Provide technical support for key research projects associated with the Biobank.
- Contribute to pilot studies by generating preliminary data to support future research funding applications.

Health and Safety:

- Adhere to all regulations governing research involving Category II biological materials.
- Ensure full compliance with laboratory health and safety policies and procedures.
- Assist in conducting regular health and safety inspections of the DNA laboratory and associated office areas.
- Assist in making any relevant COSHH forms and risk assessments.

General Responsibilities:

- Administer and maintain sample management and tracking systems.
- Assist with the shipment of biological samples for both research and clinical purposes.
- Provide absence cover for colleagues as needed to ensure continuity of service.
- Assist in maintaining laboratory equipment and stocks.
- Helping in maintaining a clean and sterile environment.
- Help maintain LEAF accreditation and push towards higher target.
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Specialist Support:

- Support the safe handling, storage, and processing of human tissue samples, including DNA extraction as required.
- Receive, log, and manage incoming biological samples—especially blood and spleen tissue—for DNA/RNA extraction where applicable.
- Coordinate and manage sample processing timetables to ensure timely project delivery.
- Liaise with Genomic Laboratory Hubs to facilitate sample preparation and transfer.
- Collaborate with research teams on the development of grant applications.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, and opportunities for extension of the contract arise the job description will be reviewed and amended in consultation with the post holder from time to time. St George's aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



2. Special Factors

The role holder will be expected to wear personal protective equipment when required for some tasks and the role may also occasionally involve the need to lift heavy objects.

3. Nature and Scope of Job (optional)

We are seeking a highly motivated individual to join our dynamic team supporting the NIHR BRC Inherited Cardiac Conditions and Sudden Death Biobank, along with a range of associated research projects.

In this role, you will play a key part in supporting the day-to-day operations of the Biobank molecular laboratory. Your responsibilities will include logging and tracking samples (including blood, spleen, and DNA) in our databases, assisting with laboratory duties, and working closely with both the molecular technician and Biobank co-managers. This position offers an excellent opportunity to gain hands-on experience in inherited cardiac conditions and to develop a strong understanding of the operational and research aspects of biobanking.

We are looking for someone who works well as part of a multidisciplinary team, demonstrates strong time management skills, and can manage a busy workload effectively. You will be expected to work semi-autonomously while remaining responsive to direction and guidance.

Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	First degree in a biological sciences or closely related subject	E	CV, AF
	Postgraduate qualification in Genetics or related discipline	D	CV, AF
Experience	Experience working in a research or service laboratory.	E	AF, INT, SS1
	Previous knowledge of good laboratory practice working and/or proficiency testing schemes	E	AF, INT,
	Experience in the establishment and management of databases	D	AF, INT
	Experience in the field of sample handling and management including accurate record maintenance	D	AF, INT, SS2



Knowledge/ Skills	Excellent computer literacy	E	AF, INT
	Familiarity with health and safety procedures	E	AF, INT, SS3
	Good oral/written communication skills and interpersonal skills	E	AF, INT, SS4
	Good organisational skills and the ability to work to schedules and deadlines	E	INT
	Ability to carry out duties reliably and pay meticulous attention to detail	E	AF, INT
	Understanding and appreciation of the HTA ensuring compliance of legislation	E	AF, INT, SS5
Personal Attributes	Capacity to learn and use new systems in a changing environment	E	AF, INT
	Excellent organisational skills	E	AF, INT
	Ability to work on own initiative and be part of a team	E	INT
	Helpful and proactive attitude to colleagues and students	E	INT
	Good interpersonal skills	E	INT
	Highly motivated and enthusiastic	E	INT
	Flexible approach regarding contribution to the smooth day to day running of the unit	E	INT
	Willingness to be involved in training and continued professional development	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to



demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

4. Date

June 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: **£29,959**pa, (pro-rated for part-time staff). The salary range for **CSG 4** is **£29,959 – £30,805** and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: ehayter@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **18th August 2025**

Interview date: Thursday 4th September 2025 . As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **118-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

