

# Job Description

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Standard Occupation Code:	Not applicable
School / Department:	Cancer Sciences
Faculty / Directorate:	Medicine
Job Family:	Technical and Experimental (TAE)
Grade:	Level 2b
ERE Pathway (if applicable):	Not applicable
Post reporting to:	Tissue Bank Manager
Post line report(s):	N/A
Post base location:	Campus : Southampton General Hospital

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**Job purpose:** To maintain the integrity and traceability of human tissue samples. This role is essential to ensuring compliance with regulatory standards and supporting high-quality research and clinical operations. All procedures conducted in the Tissue Bank are compliant with the Human Tissue Authority (HTA) licence requirements regarding ethics, governance and consent.

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## Key accountabilities and indicative time allocation:

<b>1.</b>	<b>60%</b>
Conduct routine audits of sample storage locations to ensure compliance with HTA regulations and internal SOPs. This includes conducting audits of sample inventories, verifying accurate labelling and documentation, and ensuring traceability of human tissue samples across all storage systems. The technician will identify and report discrepancies and collaborate with relevant teams to implement corrective and preventative actions. This role requires a high level of attention to detail and a commitment to maintaining the integrity and security of stored samples.	
<b>2.</b>	<b>20%</b>
Support data entry and sample tracking using Laboratory Information Management Systems (LIMS).	
<b>3.</b>	<b>15%</b>
Participate in internal audits, inspections, and quality improvement initiatives.	
<b>4.</b>	<b>5%</b>
Any other duties as allocated by the line manager following consultation with the post holder.	

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#### Internal and external relationships:

- To work closely with Tissue Bank Manager with regards to SOP requirements and HTA licence compliance.
- Communicate with other Tissue Bank Technicians to schedule activities.
- Collaborate with Tissue Bank Quality Manager.

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#### Special requirements:

- Willing and able to work with human biological material.
  - Willing and able to work with liquid nitrogen in both the vapour and liquid phases, as well as ultra-low temperature (ULT) freezers.
  - Willing and able to take part in low-level activity such as the lifting of sample trays and moving of material within freezers.
  - Willing to attend any necessary training courses related to the post.
  - Willing to have vaccinations recommended by Occupational Health.
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## Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

### Knowledge, Experience and Qualifications

#### Essential

- Practical knowledge and experience in a relevant operational discipline. Practical knowledge may have been gained through some or all of the following:
  - Relevant work experience
  - Vocational training
  - Formal qualification(s) equivalent to Level 2 or 3 of the [Regulated Qualifications Framework](#) e.g. AS or A Level, intermediate or advanced apprenticeship, or Level 2 or 3 award, certificate, diploma, NVQ.
- Knowledge, experience and competence may also be evidenced through professional registration:
  - Professional registration at the Registered Science Technician (RSciTech) level will typically indicate full competence at TAE Level 2b.
  - Professional registration at the Engineering Technician (EngTech) level will typically indicate full competence at TAE Level 2b.
- Able to demonstrate a sufficient knowledge of work systems, equipment, processes, and IT packages.
- Ability to work under Standard Operating Procedures within a Quality Management System.

#### Desirable

- Knowledge of and training in GCLP/ GCP or similar.
- Knowledge of HTA Licensing regulations.

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### Teamwork and Communication

#### Essential

- Contributes to team effectiveness by sharing information and supporting others.
- Ensures any supervised staff are clear about their role and responsibilities.
- Explains procedures and provide assistance to others.
- Seeks and clarifies detail as required.
- Experience of providing clear, accurate, and concise written documentation.

#### Desirable

- Ability to effectively liaise with senior management and staff.

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### Planning, Organisation and Resource Management

#### Essential

- Demonstrates good knowledge of the role and its context.
- Effectively organises allocated work activities.
- Assists the organisation of non-standard work activities and events.

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### Problem Solving and Initiative

#### Essential

- Solves simple problems and adapts to changing circumstances within established practices and procedures.
- Proven organisational skills.

#### Desirable

- Propose initiatives and ideas with the ability to positively accept/acknowledge or implement new proposals.
  - Contributes to design of new systems and practices.
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## Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “^”, using the agreed Occupational Health referral template [available from here](#). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

### Physical Environment

Working outside ^	Not applicable
Exposure to noise levels >80dbA ^	Not applicable
Working with dust or fumes ^	Not applicable
Working with skin irritants ^	Not applicable
Working with chemicals (industrial or cleaning) ^	Not applicable
Working in a confined space ^	Not applicable
Working at height ^	Not applicable
Working with sewage ^	Not applicable
Contact with cytotoxins ^	Not applicable
Exposure Prone Procedure (EPP) work ^	Constantly >60% Time
Contact with clinical specimens or pathology work ^	Constantly >60% Time
Direct patient care or patient contact	Not applicable
Exposure to temperature extremes	Not applicable
Frequent hand washing	Not applicable
Ionising radiation	Not applicable

### Psychological and Social Environment

Working shifts ^	Not applicable
Working nights ^	Not applicable
Lone working	Not applicable
Working with children	Not applicable
Exposure to persons with challenging behaviour	Not applicable
Working with larger groups	Not applicable

### Equipment, Tools and Machines

Working with vibrating machinery or tools ^	Not applicable
Driving duties e.g. LGV, PCVs, forklift trucks ^	Not applicable
Food handling	Not applicable
Contact with latex	Constantly >60% Time

### Physical Abilities

Prolonged physical movements or actions e.g. walking ^	Not applicable
Prolonged Standing or Sitting ^	Not applicable
Moving or handling heavy loads ^	Occasionally <30% Time
Repetitive pulling or pushing ^	Not applicable

Repetitive climbing (steps, stools, ladders, stairs) ^	Not applicable
Repetitive crouching, kneeling or stooping	Not applicable
Repetitive lifting	Not applicable
Fine motor grips (e.g. pipetting)	Not applicable
Repetitive reaching below shoulder height	Not applicable
Repetitive reaching at shoulder height	Not applicable
Repetitive reaching above shoulder height	Occasionally <30% Time

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## Behaviours

Our [Inclusion and Respectful Behaviour Policy](#) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

### Personal Leadership

- I take personal responsibility for my own actions and an active approach towards my development.
- I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.
- I demonstrate pride, passion and enthusiasm for our University community.
- I demonstrate respect and build trust with an open and honest approach.

### Working Together

- I work collaboratively and build productive relationships across our University and beyond.
- I actively listen to others and communicate clearly and appropriately with everyone.
- I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.
- I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes.

### Developing Others

- I help to create an environment that engages and motivates others.
- I take time to support and enable people to be the best they can be.
- I recognise and value others' achievements, give praise and celebrate their success.
- I deliver balanced feedback to enable others to improve their contribution.

### Delivering Quality

- I identify opportunities and take action to make improvements.
- I plan and prioritise efficiently and effectively, taking account of people, processes and resources.
- I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.
- I encourage creativity and innovation in others, to deliver workable solutions.

### Driving Sustainability

- I consider the impact on people before taking decisions or actions that may affect them.
- I embrace, enable and embed change effectively.
- I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.
- I take time to understand our University strategy and communicate this to others.