

Quality Assurance Assistant - UK Biocentre

Milton Keynes

Monday to Friday 9am – 5pm (35 hours per week).

Salary £20,000-£21,500pa

Summary

The Quality Assurance Assistant will assist the Quality Manager in ensuring that the Department builds and operates to a high standard within an ISO/UKAS accredited environment, contributing to the development, implementation and maintenance of Quality functions across all sites. The role will include the testing and verification of laboratory equipment and processes, and administration of the Quality Management system, including SOP development, change control and CAPA management. Ideally you will have experience from a Laboratory or Clinical Quality position in which you will have worked with Quality on a daily basis.

The Organisation

UK Biocentre Ltd (<http://www.ukbiocentre.com/>) is a wholly owned trading subsidiary of UK Biobank and is an established service provider in the field of biomedical research. It provides researchers access to a centre of excellence to support all aspects of clinical sample collection, processing, archiving and analysis for clinical studies. UK Biocentre operates from a large-scale Biorepository facility in Milton Keynes with back-up facilities in Oxford. The Milton Keynes site is a state of the art facility for the processing, storage and analysis of biological samples. UK Biocentre operates to the ISO quality standard ISO 9001:2015 and is working towards ISO 15189:2012 accreditation.

UK Biocentre has been expanding the range of services offered and its customer base. Service offerings include ultra-low temperature automated biological sample storage, sample preparation and processing as well as a range of analytical laboratory services including DNA extraction, quantification and normalisation.

Successful applicants will need to demonstrate the following skills, traits and knowledge:

ESSENTIAL CRITERIA

- Minimum Level 4 qualification in science or engineering related subject (see <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>)
- Excellent attention to detail in both processing and in the recording of results
- Ability to work and think methodically
- Ability to work to defined standard operating procedures
- Ability to manage own workload and prioritise tasks

DESIRABLE CRITERIA

- Previous experience of working in a laboratory or as a quality control technician for automated systems
- Experience of working in an ISO 9001:2015 / ISO 15189:2012 / GCLP environment
- Experience of, or qualification in, internal auditing
- Experience of document review and or writing of laboratory documents

We offer a competitive salary, 26 days holiday, membership of the Royal London Pension upon 3 months' service, salary sacrifice schemes; staff discounts scheme, life assurance cover and other employee benefits.

Applications including a covering letter and curriculum vitae should be sent to recruitment@ukbiocentre.com. The closing date for applications is **5.00pm on Friday 21st June 2019.**