



# LABORATORY MANAGER

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## ABOUT RXCELERATE

The RxAccelerate group provides a platform for out-sourced drug discovery and development services and has a client base ranging from virtual biotech companies to multinational pharmaceutical companies. We design and deliver complete drug development programmes and project management for our clients from inception through to Phase II clinical studies.

We are currently looking to recruit a Laboratory Manager to support our biology and chemistry teams in our new purpose-built premises on the Babraham Research Campus. This is an exciting time to join our team as we scale up to support our growing global footprint and client base. Our numerous success stories speak for themselves as we have become the drug developer of choice for many of the UK's top venture backed biotech start-ups.

## THE ROLE

The Laboratory Manager will have responsibility for working closely with scientists and department heads to facilitate the smooth running of the ten biological and chemical laboratories. The role will have additional responsibility for Health and Safety within RxAccelerate, ensuring all laboratory procedures adhere to current legislation and protocols, and are correctly documented and risk assessed. The ability to prioritise work and deliver within a dynamic and demanding scientific environment to meet challenging deadlines is essential.

### **Main Responsibilities**

- Ensure that laboratory equipment and services are maintained, coordinate service contracts and liaise with and direct external service providers where required
- Act as primary point of contact for all aspects of laboratory logistics, work with department heads, scientists and contractors to ensure an efficient workflow
- Management of laboratory assets, consumables and reagent inventories; preparation of laboratory media and stock reagents
- Management of laboratory systems, laboratory support documentation and record-keeping to required standards
- Advise on and coordinate equipment upgrades and purchases
- Train users on existing and new equipment
- Organise and receive shipments to and from clients, collaborators and suppliers

- Prepare controlled documents, including risk assessments and SOPs for equipment and laboratory procedures
- Review, update and implement health and safety policies and ensure laboratory compliance
- Organise and lead regular Health & Safety meetings, coordinating safety audits and implement actions

### **Skills/Requirements**

- A degree in a life sciences discipline and ideally at least 3 years' experience in a corporate setting
- Previous experience of working in biological and chemical laboratories is preferable, with experience of Category II laboratories and associated equipment
- An understanding of regulatory principles is desirable, e.g. GxP, HTA
- Fully conversant with Health & Safety and COSHH regulations; NEBOSH or equivalent health & safety certification is desirable
- Experience of training staff
- Excellent verbal and written communication skills, organisational skills and proven ability to work on own initiative and as part of a team

This is a full-time role. RxCelerate offers a competitive salary with an annual bonus scheme and company benefit package.

When applying for this role, please include a cover letter outlining how you meet the competencies described above. Interested applicants should send their cover letter and curriculum vitae in PDF format to [careers@rxcelerate.com](mailto:careers@rxcelerate.com) by Friday 9<sup>th</sup> April. Informal enquiries can also be directed to this email address. Only applicants based in the UK and EU need apply, as this role does not qualify for international sponsorship.