

Application for the position of Bio repository Manager at TTCRC (Tata Medical Center)

Last date of Application: 8/6/2020

Appointing Organization

Tata Translational Cancer Research Centre
Tata Medical Center, Kolkata

The Tata Medical Center and the Tata Translational Cancer Research Centre

The Tata Medical Center (TMC) is a multispecialty institution for tertiary cancer care based in New Town, Kolkata. At TMC, clinical and research activities are integrated to provide state-of-the-art care for patients with cancer. This integration is enabled by the Tata Translational Cancer Research Centre (TTCRC), the research arm of TMC. TTCRC is within a dedicated academic space and spread over 3 floors. At TTCRC, a multidisciplinary team of clinicians, scientists, academics and industry professionals collaborate to develop a systems medicine approach in cancer research. This approach is focused on developing innovative, indigenous, cost-effective and equitable strategies to improve cancer diagnosis; develop treatments that match disease characteristics and are adapted to treatment response; and, identify prognostic and predictive disease biomarkers. These strategies are multi-dimensional and involve an iterative pathway that include clinical studies, high-throughput laboratory investigations, computational strategies to integrate, analyse and model data, hypothesis-based pre-clinical studies and evidence-based translation of findings to clinical practice. For additional information on work at TTCRC, visit <https://tinyurl.com/TTCRC-systems-medicine> and <https://tinyurl.com/TTCRC-childhood-ALL>.

The Position

The post holder will work closely with the hospital's multidisciplinary clinical service, the tissue biorepository unit and laboratory teams in TTCRC to facilitate all aspects of tissue biobanking. The group's work is focused currently on two cancers, acute lymphoblastic leukaemia and gallbladder cancer. The primary responsibility will be (a) to oversee development and execution of international biobanking practices and standards, (b) organise and execute training on ethical regulations including an understanding of the ethical and practical issues in handling biological samples, (c) establish and implement quality assurance and quality control, (d) coordinate laboratory safety programmes working with in-house staff to ensure compliance with all applicable regulations, (e) periodically audit data and biospecimens collected, and (f) maintain biorepository equipment, test new laboratory processes, troubleshoot,

develop standard operating procedures (SOPs), and train new biobank staff. The post holder will have a designated desk and computer as well support staff.

Minimum required qualifications/experience

- (a) PhD in Biological Sciences
- (b) Understanding of statistical principles
- (c) Information Technology (IT) skills permitting work on Laboratory Inventory Management Systems (LIMS)
- (d) Familiarity with DNA and RNA analyses
- (e) Familiarity with basic research laboratory protocols, procedures and techniques in DNA and RNA analyses

Necessary qualities

- (a) Integrity, motivation, enthusiasm
- (b) Focus and commitment in carrying out tasks and duties
- (c) Ability to make effective decisions in situations of emergency keeping in mind the health and safety of the team
- (d) Critical analytical and problem-solving skills, capable of independent work
- (e) Ability to work effectively as part of a multidisciplinary team
- (f) Clarity in career and professional development goals

Principal Duties and Responsibilities

1. Establish and maintain international biobanking practices and standards.
2. Organise training on ethical regulations including an understanding of the ethical and practical issues in relation to handling of biological samples.
3. Supervise teams to collect pre-analytical data and biospecimen from hospital site. Promote communication and alignment, as well as efficiencies across the groups.
4. Maintain laboratory and storage equipment, test new laboratory processes, troubleshoot, develop standard operating procedures (SOPs), and train new biobank staff.
5. Implement quality assurance and quality control.
6. Actively contribute to tissue and fluid collection, processing and storage. Evaluate approaches to improve participant tracking, sample tracking and data collection.
7. Develop study-specific sample management plans and documentations, including training materials for study-specific personnel performing sample collection, processing, and storage.
8. Coordinate laboratory safety programmes working with in-house staff to ensure compliance with all applicable regulations.
9. Periodic audit of data and biospecimens collected including QC checks.

10. Report non-compliance and train staff on how to report non-compliance.
11. Create opportunities to utilize existing well-annotated biospecimens from the repository.
12. Conduct cost analysis at appropriate intervals to assess resource allocations needed to promote research priorities.
13. Assist in the development of business plan(s) as needed to help ensure sustainability of the repository.

Skills/ Abilities/ Competencies required

1. Knowledge and understanding of the Human Tissue and Data Protection Acts, including knowledge of General Data Protection Regulations.
2. Understanding of genomics and cancer biology is an advantage.
3. Understanding of statistical principles is essential.
4. Previous experience in protein and/or nucleic acid research is desirable.
5. Ability to make effective decisions in situations of emergency keeping in mind the health and safety of the team.
6. Foster integration and teamwork.
7. Aptitude for budget management.
8. Communicate in a credible and effective way.
9. Information Technology (IT) skills permitting work on LIMS.

Appointment and reporting

Appointment to the position will initially be for 3 (three) years. The first year is probationary Confirmation in the position and progression to years 2 and 3 is subject to satisfactory review of performance through periodic appraisals of performance. Appraisals will also determine salary increments and promotions. The consolidated monthly salary is based on experience and qualification. Promotion and review of salary is performance based. The position is funded by a centre grant from the Tata Consultancy Services. The successful applicant will respond to the group leads and report to the Director and Associate Director.

Enquiries

- (a) For further details on TMC and TTCRC, visit www.tmckolkata.com
- (b) Submission of applications by post or by e-mail to:
Mr Suvasish Mukherjee; Head, Human Resources; Tata Medical Center; 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160
e-mail: suvashish.mukherjee@tmckolkata.com
- (c) For informal enquiries,
Ms Sukanya Guha (sukanya.guha@tmckolkata.com)

Knowledge/ Aptitude/Skills	Requirements	Essential / desirable	Information from
1. Disposition / Attitude	a. Integrity b. Flexibility c. Motivated d. Committed e. Willing to learn new skills f. Works as part of a team g. Receptive to new ideas h. Capable of independent work & to an agreed plan i. Good time management j. Organised, able to prioritise responsibilities k. Works to high technical and quality standards	a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential h. Essential i. Essential	Application form CV Profile Interview References
2. Education / Qualifications	PhD in Biological Sciences,	Essential	Interview Application form CV
3. Experience	a. Handling tissue specimens b. DNA and RNA technology	a. Essential b. Desirable	Application form CV Interview & References
4. Skills and ability	a. Critical thinking b. Problem solving skills c. Readiness to evaluate, develop and test new approaches and strategies d. Writing Skills e. Ability to work independently within an agreed framework f. Maintaining laboratory supplies and accounts g. Ability to organise and prioritise own work h. Good communication skills i. Work harmoniously	a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential h. Essential i. Essential j. Essential	Application form CV Interview References

	within a multidisciplinary setting j. Skilled with word processing, spreadsheet software		
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