

**Application Closing Date: 15/10/2025**

## **Position**

**Biorepository Officer / Biobank Research Assistant**

**TATA TRANSLATIONAL CANCER RESEARCH CENTRE (TTCRC)**

## **Purpose**

Tata Medical Center Biorepository (TiMBR) is engaged in biobanking of patient samples for a wide range of investigator driven (clinical) research projects. The Biorepository Officer will primarily assume responsibility for daily activities of the leukaemia biobanking that include but is not limited to, collection, processing and storing blood, bone marrow aspirates, body fluids, tissues, from our patients. The Biorepository Officer is also responsible for the ethical release of banked samples to researchers/investigators for use in research projects approved by the Institutional Review Board and TiMBR Oversight Committee. The Biorepository Officer will ensure that the clinical and research activity in the department is supported by quality biobank service. The post-holder will be expected to manage documentation related to patient consent, sample collection, sample processing and storage, quality control and quality assurance, archiving data/samples and sample recovery for various downstream processes. The post-holder is also expected to annotate and maintain clinical data linked to banked samples through systematic data integration into our biorepository database.

## **Key Responsibilities**

### **Biobank Duties**

- Maintaining and following established biorepository protocols for consenting, sample collection, preparation, storage and retrieval.
- Liaising with clinical nurses and other hospital staff to manage the collection of surplus tissue samples when consent has been provided.
- Maintaining and following established protocols for logging in and archiving of biological specimens.
- Uploading pseudo-anonymised clinical data, maintaining and overseeing the biorepository database, and responding promptly to requests for sample withdrawal.
- Ensuring that all work done in the laboratory complies with the applicable regulations.
- Contributing to the preparation of annual reports, audits and grant reports, and scientific publications.

## Other Duties

- To assist with all audits and inspections as required by regulatory bodies.
- Create and maintain files of current protocols and patient information sheets/consent forms.
- Be accountable for the documentation of sample data according to guidelines.
- Assist with data entry and in the maintenance of databases as appropriate.

## General Duties

- To take personal responsibility and promote a safe working environment.
- To be aware of and adhere to all institutional policies and procedures in reference to “Health and Safety at Work” and “Data Protection”.
- Collaborate with other researchers and clinicians in the department to ensure efficient processes are in place, with fair access to tissue samples and resources.

Person Specification	
<b>Requirements</b> Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
<b>Education</b>	
Master's degree in a biological science or related field and/or equivalent experience in a relevant technical or scientific role.	E
<b>Experience</b>	
Experience in laboratory-based research.	E
Experience working with blood, tissue and other sample from patients and healthy volunteers.	E
Experience in laboratory safety procedures.	E
Practical experience of handling clinical samples, including blood samples.	E
Experience of data entry (using any Laboratory Inventory Management Systems)	D
<b>Knowledge</b>	
Knowledge of general laboratory practice, techniques and instrumentation.	E
Knowledge of basic research methods and statistical procedures.	D
<b>Skills &amp; Abilities</b>	

Excellent practical technical and analytical skills in a laboratory.	E
Excellent organization skills with the ability to maintain accurate and complete records with attention to detail.	E
Excellent verbal and written communication skills and the ability to deal with a wide range of people.	E
Ability to use own initiative and work independently and/or as part of a team, as required.	E
Proven ability to prioritize, plan and manage a high volume of work to meet deadlines and ensure that the laboratory runs in an efficient and timely manner.	E
Ability to work under pressure while maintaining a high degree of accuracy.	E
Discipline and regard for confidentiality and security at all times.	E
Ability and willingness to adapt to changing timetables or work patterns as dictated by changing circumstances.	E
Computer literacy using Microsoft Word, Excel, PowerPoint and the internet.	E
Creative approach to problem-solving.	D

### Further Information<sup>[L] [SEP]</sup>

1. Appointments:
  - a. Appointments will follow a competitive process<sup>[L]  
[SEP]</sup>
  - b. Appointments will be initially for a term of one year. Further renewal will be subject to satisfactory review of performance
2. Proposed salaries:  
Salaries will be at TTCRC scales linked to qualification and years of experience.

For further details on TMC and TTCRC, visit [www.tmckolkata.com](http://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](mailto:suvashish.mukherjee@tmckolkata.com)

(c) For informal enquiries,

Mr Satadru Dey ([satadru.dey@ttcrc.tmc](mailto:satadru.dey@ttcrc.tmc)) **Enquiries**

For further details refer to TMC and TTCRC website, visit [www.tmckolkata.com](http://www.tmckolkata.com)

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](mailto:suvashish.mukherjee@tmckolkata.com)