

JOB DESCRIPTION



Job Title: Research Facilitator – Human Tissue
Department: Strategic Research Office
Faculty/Central Service: Central Services
Location: Keppel Street, London
Reports to: Head of Research Governance and Integrity
Full Time/Part Time/Casual: Full-time
Grade: Grade 6
Overall Purpose of the job: This is an exciting opportunity for a self-motivated Research Governance professional who has previous experience of supporting biological or biomedical research and is committed to ensuring that LSHTM researchers meet the highest standards of good practice in research and the specific requirements of the Human Tissue Act. Working as part of the Research Governance and Integrity team, the focus of the role will be ensure expert support, advice and guidance to the institution for the Human Tissue Act and develop an appreciation of the international contexts relevant to the research undertaken at the School. The post holder will work closely with the Designated Individual for the School's research licence to develop and maintain the necessary standards expected by the Human Tissue Authority. The Research Governance and Integrity Office consists of the Head of Research Governance and Integrity, a Research Facilitator specialising in clinical trials and NHS research and a Research Governance Coordinator and an Administrator. You will: • communicating effectively with the Designated Individual to deal with queries and questions from researchers relating to the acquisition, transformation, transfer and destruction of human tissue samples • maintaining and supporting updates to the institutional Human Tissue Quality Management System (QMS) • planning and preparing papers, attending meetings and taking notes • supporting a regular audit cycle with guidance and support from managers to ensure that records and samples are well managed and that any issues identified are proactively dealt with • disseminating communications about training and events through a range of platforms, ensuring messages are appropriate for the target audience • overseeing LSHTM's tissue management database (LORIS) database to ensure that it is up to date and accurate • managing general records relating to training and checking that they are accurate, consistent and up to date • compiling and analysing reports and data to inform decisions and future resources • working closely with the research governance facilitator to support clinical trials and sponsorship where required

This post will act as a Person Designated under the Human Tissue Act.

The postholder is also expected to work closely with and cover for the Research Facilitator specialising in clinical trials and NHS research as required, and vice- versa.

Alongside your specific duties, you will be expected to work as part of the wider Research Integrity and Governance team to ensure the effective and efficient running of the service.

While most of the role will be based in an office setting, previous experience of working or studying in laboratory would be an asset.

This role offers the opportunity for hybrid working – some time on site and some from home.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

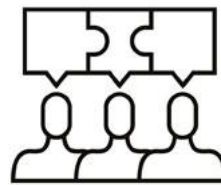
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

1. Assist the Designated Individual to ensure that LSHTM complies with the Human Tissue Act and the requirements of the institutional Human Tissue Quality Management System (QMS).
2. Develop and oversee the operation of an accurate database of all Human Tissue samples held at LSHTM.
3. Develop, review and maintain appropriate policies, SOPs and procedures to ensure the appropriate acquisition, transfer, management, storage and destruction of Human Tissue samples under the terms of the institutional QMS and the Human Tissue Act.
4. Advise and support researchers and research teams on processes and procedures associated with working with human tissue.
5. Ensure that systems exist so that research involving human tissue has appropriate permissions and consents in place before the research projects starts. This includes relevant ethical approvals.
6. Develop and maintain documentation to comply with Human Tissue Authority (HTA) standards and Code of Practice requirements
7. Undertake audits and spot checks in laboratories and freezer archives to confirm compliance with the Human Tissue Act, School policies and procedures, including informed consent of material to be stored under the School's licence
9. Work as part of the Research Governance and Integrity team to respond to Human Tissue Authority information requests, inspections and corrective and preventive action plans from inspections, as needed.
10. Act as a 'Persons Designated (PD)' role under the LSHTM HTA licence
11. Act as cover for all other roles in the Research Governance and Integrity Office, namely the Research Facilitator specialising in clinical trials and NHS research.

12. Undertake any other duties as reasonably delegated by your line manager
13. Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and ongoing improvement
14. Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	Higher education to degree level in a Life Sciences, biological or biomedical sciences discipline or equivalent relevant professional experience	E
	Evidence of continuing professional development (CPD) including regular attendance on internal and external study programmes	D
Experience	Proven practical experience in research or laboratory-related field	E
	Experience of working with tracking system databases for biological sciences (or similar)	E
	Working in a customer-focused environment, and contributing to the successful achievement of target and objectives	D
	Experience of conducting research audits	D
	Previous experience working/studying in a laboratory environment	E
Knowledge	Excellent working knowledge of the Human Tissue Act	E
	Good knowledge of research governance more generally	E
	Good knowledge of different databases and/or laboratory management systems	E
General	Excellent communication skills, both verbal and written	E
	Ability to explain complex information simply, ability to explain to people of different levels of technical knowledge	E
	A focus on objectives and consistent high quality delivery of services	E
	Ability to think logically and resolve complex problems, with attention to detail and accuracy	D

	• The ability to look continuously for opportunities for self- and team improvement. Willingness to take on a wide variety of tasks and to learn new skills	D
	• Good organisational skills, ability to independently prioritise work and share problems with others.	E
	• Commitment to School's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background	E
	• Display a professional attitude towards colleagues, students and others.	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Oct 2025

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 6 scale in the range £45,728 - £51,872 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).