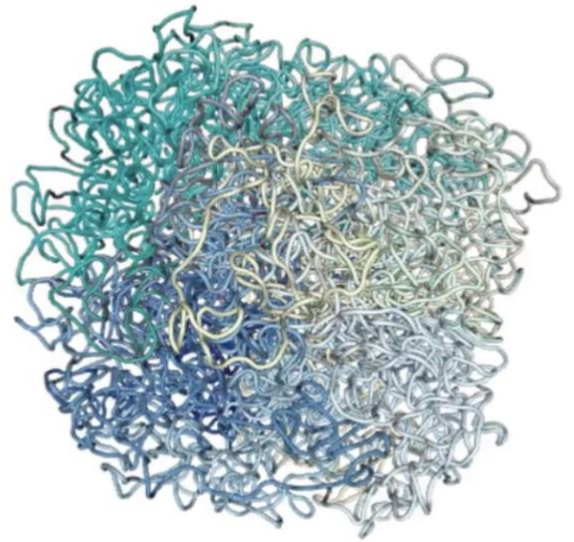


Decoding the dark matter of the human genome to uncover novel ways to treat disease



# Nucleome Therapeutics

## Laboratory Manager

**COMPENSATION:** Competitive with share options available

**LOCATION:** The Schrodinger Building, Oxford Science Park, Oxford

**NUCLEOME THERAPEUTICS**, a fast-growing biotech that is building a passionate, creative, and dedicated multi-disciplinary team of scientists, innovators and entrepreneurs, whose mission is to decode and mine the regulatory “dark matter” of the human genome to transform drug target discovery and deliver first-in-class precision medicine for autoimmune diseases. We are building a rewarding and fun environment where people embrace creative ways of thinking, take smart risks, and feel empowered to make a difference.

### THE ROLE

Nucleome Therapeutics’ Operational Team is growing, and they are looking to add a **LABORATORY MANAGER** who is a self-starter, proactive and wants to work in a dynamic environment. You will also have an integral role in the day to day running of our state-of-the-art laboratories.

The successful candidate will be responsible for ensuring the smooth operation of the research laboratories, including contractor management, stock control, sample management, equipment maintenance, waste management and housekeeping activities.

In addition, this role provides direct support of ongoing and emerging Health, Safety & Environment initiatives.

### The main responsibilities:

- Day to day management of the Laboratory
  - Ensure quality and compliance for laboratory processes

- Management of laboratory and equipment cleaning schedule
  - Support scientific teams with laboratory related requests
- Laboratory procurement
  - Procurement and supply of laboratory reagents
  - Support procurement, supply, and installation of laboratory equipment
  - Receipt of deliveries, including use of our Procurement software to manage deliveries and invoices
- Laboratory equipment maintenance
  - Coordination of equipment calibrations
  - Liaising with external service engineers for preventative maintenance
  - Management of equipment asset inventory
- Coordination of scientific and organisational work
  - Management of Electronic Laboratory Notebooks
  - Implementation and oversight of a sample management system
- Laboratory waste management
  - Autoclaving of laboratory waste
  - Liaison with specialist waste contractors
  - Management of recycling waste; contribute to the adoption of greener processes for waste reduction and management
- Health, safety and environment
  - Coordinate review of laboratory risk assessments
  - Coordinate COSHH assessments for new chemicals
  - Author SOPs for laboratory equipment
  - Support initiatives to reduce our impact on the environment

**Essential Skills and Experience:**

- A BSc or equivalent training and experience in molecular biology or life sciences
- Experience with laboratory stock control and inventory systems
- Knowledge of Health and safety requirements in a laboratory environment
- Ability to work independently and as a member of a multidisciplinary team
- Ability to grow beyond your comfort zone and learn what it takes to achieve goals effectively
- Strong communication skills and ability to communicate with external and internal customers
- Flexible and co-operative approach to colleagues with a flair for problem solving
- Strong organisational and time management skills; as well as the ability to prioritise and balance competing demands
- Strong written and verbal communication skills
- Strong IT skills (including proficiency with Word, Excel and PowerPoint), and experienced in using shared drives, electronic lab book systems and databases.

- A positive “can-do” and result oriented attitude, with openness to new ideas and the ability to work flexibly in a highly dynamic environment

**Desired Skills and Experience:**

- Pharmaceutical and/or biotech industry experience.
- Demonstrable interest and enthusiasm in gene regulation and genomics.
- Experience in regulations of the use of GMO (Genetically Modified Organisms)
- Experience in the HTA requirements (Human Tissue Act)
- Industry recognised HSE relevant certification (IOSH/NEBOSH)
- Experience in authoring risk assessments
- Management of large laboratory samples storage system

To apply please send us your CV at [careers@nucleome.com](mailto:careers@nucleome.com). If you know someone who could be a good fit, please share this posting with them.

At Nucleome Therapeutics equality, diversity and inclusion is really important to us. We welcome applications from all candidates irrespective of age, disability, gender, gender identity, sexual orientation, race, religion or belief, or marital or civil partnership status.