

THE ANIMAL HEALTH TRUST

JOB DESCRIPTION / PERSON SPECIFICATION

Role Title:	Laboratory Administrator - Canine Genetics	Location:	Kirkham Building
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Department:	Genetics		
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Reports to:	Cathryn Mellersh	Direct Reports:	N/A
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Role Overview:	<p>Provide first class customer services both internally and externally on behalf of Canine Genetics and the Animal Health Trust.</p> <p>Provide sample data entry and tracking of DNA samples submitted for research to the Kennel Club Genetics Centre at the Animal Health Trust and to participate in all aspects of the data management processes.</p> <p>Liaise with dog owners and veterinarians regarding samples submitted for research</p> <p>Provide sample handling and undertake basic molecular biology techniques</p>
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Roles & Responsibilities:	<ul style="list-style-type: none"> • Mail out sample collection materials to owners/vets who wish to donate a sample from their pet/patient • Log full sample details into appropriate databases/spreadsheets • Formulate and distribute health update questionnaires to owners of dogs for whom DNA is currently stored, as necessary, and update records appropriately as information is fed back • Answer enquiries from owners and vets over the telephone, by email and in person • Liaise with dog owners and veterinarians regarding samples submitted for research • Handle biological samples and undertake basic laboratory procedures, such as DNA extraction
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Necessary Skills/Aptitude/Knowledge/Experience:	<ul style="list-style-type: none"> • Excellent IT and keyboard skills including previous data entry experience • Experience of using Microsoft Office, including Access and Excel • Ability to communicate effectively with visitors and veterinary clients both face-to-face and on the telephone. • Approachable and friendly manner.
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Desirable Skills/Aptitude/Knowledge/Experience:	<ul style="list-style-type: none"> • Knowledge of medical terminology would be an advantage. • A general knowledge of pedigree dogs and their health issues would be an advantage for the role. • Knowledge of Microsoft Access • Basic molecular biology laboratory experience
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Qualifications: (necessary to do)	<ul style="list-style-type: none"> • Educated to at least GCSE level or equivalent including English
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the job)			
Key Internal Relationships:	<ul style="list-style-type: none">• Head of Canine Genetics• Other members of the Canine Genetics research team		
Key External Relationships:	<ul style="list-style-type: none">• Veterinary Clients• Members of the public		
Prepared By:	Cathryn Mellersh	Date:	06/12/2018