

# Institute Administration

## Assistant Director: Don O'Nions

PA to the Director: Jean Miller  
Office Assistant: Brenda Wright  
PA to the Assistant Director: Belinda Ledgerton  
Research Administrators: Catharine Adams, Julie Barlow, Claire Harries, Marion Karniely, Kate Malfroy, Tina Thorn, Tania Smith  
Human Resources Manager: Sophie Rattenbury\*, Helen Grubb†  
Finance Manager: Ruth Bennett\*, Helen Kayiannidis†  
Finance Assistant: Paulina Annison\*, James Smith†

The administration team facilitates the smooth running of the Institute by providing infrastructure and support to the Director. Led by Don O'Nions, the team provides administrative support to group leaders and supports research activities through management of the laboratories and core facilities. The team also coordinates graduate student administration and laboratory finance, and is involved in the organisation of fundraising visits.

In addition to laboratory management each of the group leaders has administrative support provided by one of the dedicated research administrators.

## Scientific Administrator: Ann Kaminski

Scientific Communications Officers: Laura Blackburn, Katrien Van Look  
Audio Visual and Graphic Design Officer: Charles Thomson

Graduate student administration is overseen by Ann Kaminski. The scientific administration team is also responsible for the running of the Cambridge Cancer Centre (see page 68) and the organisation of conferences, symposia and seminars that take place in the Institute, including providing full audio visual cover. We produce the Institute's publications including the annual report, leaflets and posters for fundraising and outreach activities, write and edit the intranet, and provide content for the internet. This year we took part in outreach

activities including the Cambridge Science Festival and the Addenbrooke's Open Day (see page 69). The team is also responsible for internal and external communications and coordination with the Cancer Research UK press office.

## Laboratory Management

### Laboratory Manager: Katy Smith

Deputy Laboratory Manager: David Pate  
Floor Managers: Chris Harley, Catherine Pauley, Sian Webster  
Administrators: Bridget Hatfield†, Laura Layton\*, Sarah Metcalfe

The Laboratory Management team is part of the Institute administration and continues to provide a vital role in underpinning the ever-evolving research activities within the Institute.

This has been a particularly challenging year with new research groups starting, an increase in staff numbers as the current research groups become more established, and a greater need for the use of unfixed unscreened human tissue samples necessary for translational studies within many laboratories.

John Stingl and Duncan Jodrell were recruited as group leaders early this year bringing the total number of CRI group leaders to 18. The Laboratory Management team has been closely involved with the setting-up and establishing of both groups. We have also continued to develop and expand a very efficient, highly serviced range of centralised shared facilities on the research floors as well as a bespoke area for processing human tissue, building on the successful start-up last year.

We have also established new research facilities – several of the Institute's researchers have started projects studying the outcome of culturing cells in hypoxic conditions (<1% oxygen), which is considered to affect many functions critical for the growth and metastasis of solid tumours. The Laboratory Management team were instrumental in sourcing,



\*Joined during 2008 †Left during 2008

procuring and installing an environmental workstation and incubator within an isolated laboratory to provide the appropriate stable environment essential for this work. Preliminary results have proven interesting.

Several research groups have also identified a pressing need to study sub-populations of cells derived from human tissue (normal and tumour), which has significant health and safety implications. The tissue samples need to be unfixed and are typically unscreened for pathogens such as the hepatitis B and C viruses, human immunodeficiency virus (HIV) and others. This is because currently in the UK such samples are not routinely tested. Based on HSE / ACDP / Department of Health formal guidance these cells are classified as hazard group 2 and must be handled at containment level 2. One study proposes using flow cytometric sorting technology to isolate the sub-populations. Users could be exposed to aerosols generated as a result of the sorting action, and inhalation of these aerosols is a significant health and safety risk. The Laboratory Management and Health and Safety teams are currently evaluating how best to facilitate this essential research, as the CRI appears to be one of the first Institutes within the UK to undertake this type of study.

The Laboratory Management team has also been proactive in simplifying the purchasing of laboratory consumables, thereby reducing the number of Agresso transactions. We have developed a highly cost-effective and efficient centralised system of ordering and stock control for the most widely used items. This has removed a significant workload from the research groups and stocks of these items are replenished in the labs on a daily basis by members of the glasswash team. This system has also allowed us to make more effective use of the old storage spaces, which have been converted to allow the expansion of tissue culture areas on both research floors to cope with ever increasing demand.

The team also play a key role in liaising with other Cancer Research UK Institutes and departments including Procurement, Finance, IS and Property Services. We work

very closely with the Health and Safety team embedded within CRI and are also heavily involved in supporting Fundraising and Marketing by providing laboratory tours and talks. They have also developed close links with Addenbrooke's Hospital and similar Institutes on the site as well as in the Cambridge area.

#### Glasswash and Media

Supervisor: Marcus Jarman

Lab Support Technicians: Susan Boddy, Kamila Bulczak, Sam Chequer\*, Ursula Clarke, Kinga Morawiecka

The Glasswash and Media service, which is part of the Laboratory Management team, also plays an essential role in the support of the research groups within the Institute. As well as providing a high quality centralised glass-washing and sterile supplies service, the team produces a range of basic solutions and liquid/solid media that are restocked in the laboratories on a daily basis. The service can also supply more complex solutions and media to order and provide a consignment stock of Invitrogen products including tissue culture reagents. The team currently carries out a wide range of general support activities on the laboratory floors, further reducing the workload on the research groups.

#### Health and Safety

Health and Safety Manager: Andrew White

Health and Safety Officer: Susannah Rush

Health and safety is a priority both for the Institute and for Cancer Research UK, to protect staff and others from harm, to ensure continuity of research, and to prevent wasteful losses. In 2008 there was a review of health and safety across Cancer Research UK. The good practice at the Institute was recognised, and we have now gained direct control and accountability for this critical function. In the past year, the Institute has developed and begun implementing a risk assessment and control strategy for laboratory work, enhanced the biological and GM containment arrangements, installed and formulated procedures for a powerful irradiator,



upgraded protocols for laboratory waste management, undertaken a programme of inspection to ensure compliance and identify potential issues, and proactively consulted, investigated, validated, and assessed risk on a range of health and safety topics. In 2009 we intend to fully implement our risk assessment and control strategy for laboratory work, install and formulate procedures for PET/SPECT scanners, undertake a fresh programme of inspection and audit, and build a concerted health and safety management system for the Institute by applying the principles of BS OHSAS 18001:2007. We shall strive for continual improvement and to deliver health and safety solutions that provide safety, regulatory compliance, practicability and value.

Additional support is provided in-house by central Cancer Research UK departments:

#### Procurement

Purchasing and Supplies Manager: Janice Sutton

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<sup>\*</sup>Joined during 2008 <sup>†</sup>Left during 2008

#### Property Services

Senior Facilities Coordinator: Allan Graham

Assistant Facilities Coordinator: Colin Weir

Post room: David Willsher

Maintenance: Luke King, Jack Miles, Tony Rose,

Wayne Shelbourne, Andy Smith, Darren Young.

Restaurant: Laura German\*, Gergely Kiss\*, Matthew

Lukose\*, Paul Rowley\*, Anthony Russell, Parlagatan Sitorus\*,

Simon Wade†, Abdellatif Zahiri†.

Goods-in: Paulo Costa

Porters: Neia Campos, Renato Eleuterio\*.

#### Information Systems

Manager: Peter Maccallum

John Airey\*, Guy Cooper, Barry Cutts, Karen Fernandes\*,

Jason Flory, Ross Mallinson†, Keiron Scott†, David Soderquest\*,

Andy Toone\*, Claire Widden\*.

## Career Opportunities

[www.cambridgecancer.org.uk/jobs/](http://www.cambridgecancer.org.uk/jobs/)

The collaborative environment at the Cambridge Research Institute ensures that a range of opportunities are available in areas ranging from basic to translational research. Our research staff consists of both laboratory and clinically qualified scientists, and we encourage applications from enthusiastic and suitably qualified candidates.

Specific vacancies are available on our website ([www.cambridgecancer.org.uk/jobs/](http://www.cambridgecancer.org.uk/jobs/)) however potential applicants can also contact the Institute at any point about opportunities. Occasionally there are also opportunities available in scientific support and administration.

#### Academic Opportunities

**PhD:** graduates with a first or upper second class honours degree (or the equivalent) in biological or physical sciences can apply for the Institute's four-year PhD programme. No nationality restrictions apply, and applications are usually invited in October.

**Postdoctoral Researchers:** funded positions are available, however we also strongly encourage and support candidates to apply for their own funding. Interested applicants should contact the relevant group leader(s) in their area of interest.

**Clinical Research Training Fellows:** clinically qualified individuals can join the Institute and study for three years to gain a PhD qualification from the University of Cambridge. Clinical Fellowships are occasionally available whereby clinically qualified candidates with a PhD can work in the Institute to further advance their research careers.