



Job description

Job title	Biomedical Scientist Trainee
Directorate	Reference Services Division, Specialised Microbiology and Laboratories Directorate
Pay band	EO
Responsible to	Training and Development Manager
Base/location	Colindale
Hours/sessions per week	37.5
Job type	FTC ending 28 th August 2026

INTRODUCTION

United Kingdom Health Security Agency (UKHSA) provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. UKHSA is an executive agency of the Department of Health and Social Care. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

The Reference Laboratories Colindale (RLC), Bacteriology Reference Department (BRD) and the Virus Reference Department (VRD) are national and international reference centres for a wide range of bacterial and viral infections. We receive clinical samples and/or bacterial/viral isolates from public health departments, National Health Service and commercial laboratories across the UK and internationally for specialist testing, characterisation and susceptibility testing. During 2012/13 more than 500,000 reference and surveillance specimens were investigated in BRD and VRD which reflects the value of BRD and VRD services to clinicians, microbiologists, virologists, consultants in communicable disease control, and UKHSA Surveillance colleagues.



JOB SUMMARY

The positions are training posts in the Bacteriology Reference Department and the Virus Reference Department for a **HCPC registered Biomedical Scientist who undertook their IBMS Competence Portfolio/undergraduate training in UKHSA Colindale**. The role will involve three-month rotations in a selection of units within BRD or VRD and one three-month project within BRD or VRD. The training will also include attendance and completion of a MSc in Biomedical Science (Medical Microbiology) at Queen Mary's, University of London (QMUL).

Communication and key working relationships

Internal

- To work with other healthcare scientists, and technical and scientific manager.
- To work with other members of BRD or VRD, as necessary.

External

- To liaise with staff and students in relation to the MSc course.

MAIN DUTIES AND RESPONSIBILITIES

- To perform laboratory tests and procedures applicable to the training position HCPC registered trainee biomedical scientist.
- To attend the MSc course and complete studies
- To maintain equipment, including calibration and safety checks.
- To facilitate the day to day running of the laboratory by ensuring the availability of stocks and reagents
- To assist in the instruction and training of other staff and visitors, and to ensure compliance with safety and quality systems.
- Any other duties within the framework of the job summary.

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.



Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.



Person specification

Description	Essential	Desirable	Assessment
Qualification			
Bachelor of Biomedical Science or equivalent	√		A/C
HCPC Registration as a Biomedical Scientist before or on commencement of employment.	√		A/C
IBMS Certificate of Competence completion at UKHSA Colindale	√		A/C
Knowledge and experience Experience as defined by type/level (not length)			
Experience in Serology and Molecular biology techniques.		√	A, I
Knowledge of administrative procedures, project management or information analysis		√	A, I
Basic knowledge of project principles		√	A, I
Skills and capabilities			
Problem solving skills and ability to respond to sudden unexpected demands	√		A, I
Excellent time management skills with the ability to re-prioritise	√		A, I
Advanced keyboard skills, use of a range of software	√		A, I
Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales	√		A, I
Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills		√	A, I

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Ability to pull together comprehensive draft reports, data and letters Negotiating, networking and persuasive skills		√	A, I
Skills for supporting project management		√	A, I
Skills for managing aspects of projects ensuring they meet financial targets.		√	A, I
Skills for manipulating information.		√	A, I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	√		I
<p>*Assessment will take place with reference to the following information</p> <p>A = Application form I = Interview C = Certificate T = Test</p>			



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In addition to the job specific requirements above this role will require adherence to the following:

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Our behaviours

The way we behave as UKHSA members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we will:

- consistently spend our time on what we say we care about
- work together, not undermine each other
- speak well of each other, in public and in private
- behave well, especially when things go wrong
- keep our promises, small and large
- speak with candour and courage



Civil Service Competency Framework 2010 – 2017

Core competencies

The framework outlines 10 competencies, which are grouped into three clusters.

A minimum of one competency should be picked from each cluster.

It is anticipated that no more than 5/6 in total should be used.

Strategic cluster – setting direction:

1. Seeing the big picture

- keep up to date with a broad set of issues relating to the work of the department
- develop understanding of how own and team's work supports achievement of departmental priorities and delivery to the citizen
- focus on the overall goal and intent of what they are trying to achieve, not just the task
- take an active interest in expanding their knowledge of areas related to own role

2. Changing and improving

- understand and apply technology to achieve efficient and effective business and personal results
- consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner
- conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements
- put aside preconceptions and consider new ideas on their own merits
- help colleagues, customers and corporate partners to understand changes and why they have been introduced
- identify, resolve or escalate the positive and negative effects that change may have on own role/team

3. Making effective decisions

- demonstrate accountability and make unbiased decisions
- examine complex information and obtain further information to make accurate decisions
- speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed
- explain clearly, verbally and in writing, how a decision has been reached
- provide advice and feedback to support others to make accurate decisions
- monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly

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People cluster – engaging people:

4. Leading and communicating

- display enthusiasm around goals and activities – adopting a positive approach when interacting with others
- listen to, understand, respect and accept the value of different views, ideas and ways of working
- express ideas effectively, both orally and in writing, and with sensitivity and respect for others
- confidently handle challenging conversations or interviews
- confront and deal promptly with inappropriate language or behaviours, including bullying, harassment or discrimination

5. Collaborating and partnering

- demonstrate interest in others and develop a range of contacts outside own team to help get the job done
- change ways of working to facilitate collaboration for the benefit of the team's work
- proactively seek information, resources and support from others outside own immediate team in order to help achieve results
- readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues
- listen attentively to others and check their understanding by asking questions
- take responsibility for creating a working environment that encourages equality, diversity and inclusion

6. Building capability for all

- take ownership of team and individual development by identifying capability needs and consistently achieving development objectives
- take responsibility for the quality of own work and seeking opportunities for improvement through continuous learning
- proactively support the development plans of others
- take account of the diverse contributions of team members and delegate work to improve capabilities of all
- encourage and be open to developmental feedback from others

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Performance cluster – delivering results:

7. Achieving commercial outcomes

- be able to identify and access departmental procurement and commercial expertise
- understand and be able to explain departmental approach to assigning contractual and financial delegations
- recognise when deliverables and/or services derived from a commercial arrangement are not being delivered to the required level of quality or standard and take appropriate action
- fully meet commercial confidentiality and data security requirements in contracts

8. Delivering value for money

- manage information and financial data so that it is accurate, easily located and reusable
- can account for expenditure and create well supported argument for extra expenditure, eg overtime
- take opportunities to challenge misuse of resources in order to achieve value for money and sustainable ways of working
- understand that all actions have a cost and choose the most effective way to do something in a resource efficient way
- ensure that recognised control procedures and practices are maintained
- monitor resources against plans and budget, identify and flag up variances

9. Managing a quality service

- explain clearly to customers what can be done
- work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business
- ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements
- keep internal teams, customers and delivery partners fully informed of plans and possibilities
- promote adherence to relevant policies, procedures, regulations and legislation, including equality and diversity and health and safety
- identify common problems or weaknesses in policy or procedures that affect service and escalate these

10. Delivering at pace

- create regular reviews of what and who is required to make a project/activity successful and make ongoing improvements
- be interested and positive about what they and the team are trying to achieve
- take ownership of problems in their own area of responsibility
- remain positive and focused on achieving outcomes despite setbacks
- check own and team performance against outcomes, make improvement suggestions or take corrective action when problems are identified
- set and achieve challenging goals and monitor quality

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Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....

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