



# Management Training Scheme



**wellcome**  
**connecting**  
**science**



**wellcome**  
**sanger**  
institute



**WELLCOME**  
**GENOME**  
**CAMPUS**



# Introduction from Mike Stratton

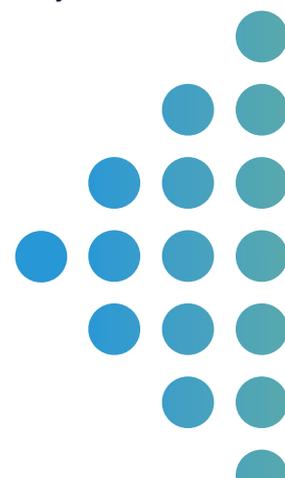
It's an exciting time to join us as we continue to build an international centre for scientific, business, cultural and educational activities emanating from Genomes and BioData. With a significant expansion of our Wellcome Genome Campus on the horizon, we are now able to shift our horizons to ask and answer even bolder questions.

Our mission is “to maximise the societal benefit of knowledge obtained from genome sequences”. The ambition of Genome Research Limited, with our Campus partners, is to progressively strengthen its well-established foundations in scientific research and discovery, and to build on them, developing the Wellcome Genome Campus over the forthcoming 25 years.

Genomic research is still in the foothills of extracting and using the knowledge buried in the 6 billion letters of code in the human genome. The ever increasing numbers of human genomes sequenced for research or clinical diagnosis will reveal patterns and motifs that will shape health and disease research for decades to come. When we also consider the rest of the genomes on Earth the potential is vast and the Wellcome Sanger Institute will be in the vanguard of this revolution in science and society.

**Professor Sir Mike Stratton, FMedSci FRS**

**Director of the Wellcome Sanger Institute  
and Chief Executive Officer of the  
Wellcome Genome Campus**



# About Wellcome Sanger Institute



## Our Mission

To maximise the societal benefit of knowledge obtained from genome sequences.

Delivery of this mission will have three elements:

- **Research:** advancing understanding of biology using genome sequences and other types of large-scale biological data.
- **Innovation:** applying genome science for human health and other societal benefits.
- **Learning and Engagement:** fostering knowledge exchange and discussion of the scientific, medical and wider implications of genomes.

## Our Structure

The high-throughput, large-scale biological research undertaken at the Wellcome Sanger Institute is a central defining characteristic distinguishing our science from that of most research institutes and universities. Our science is organised into Programmes, led by our Faculty who conceive and deliver our science, and is supported by our Scientific Operations teams responsible for all data production pipelines at the Institute.

The data production platforms are organised into a single management structure. This ensures that we have refined processes and ensures that we have appropriate levels of investment and manning, with robust forward-planning and realistic targets.

## Our Campus

Set over 130 acres, the stunning and dynamic Wellcome Genome Campus is the biggest aggregate concentration of people in the world working on the common theme of Genomes and BioData.

It brings together a diverse and exceptional scientific community, committed to delivering life-changing science with the reach, scale and imagination to pursue some of humanity's greatest challenges. Find out more about our [Genome Wellcome Campus](#).

## Our Benefits

Our employees have access to a comprehensive range of benefits and facilities including:

- 25 days annual leave (extra 1 day to a maximum of 30 days for every year you work)
- Auto-enrolment into a generous Group Defined Contribution Pension Scheme, with enhanced company contribution
- Up to 2 days annual paid volunteering leave
- Up to 10 days paid Emergency Carers Leave per year
- Family friendly environment including options for flexible and part-time working, an on-site Workplace Nursery Salary Sacrifice Schemes for pre-school children and Summer holiday club
- Life Assurance – six times your pensionable pay if you are a member of our pension scheme
- Group Income Protection Scheme (if on a contract exceeding 12 months)
- Enhanced maternity, and parental leave
- Access to a substantial number of courses and training events onsite
- Private Healthcare Scheme
- Eyecare and Dental payment plans
- Concessions and discounts from our corporate perks site
- Flexible working, with a mixture of on-site and home-working available

## Our open approach

The Wellcome Sanger Institute is an Equal Opportunity employer. We aim to attract, recruit, retain and develop talent from the widest possible talent pool, thereby gaining insight and access to different markets to generate a greater impact on the world.

We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity status.

We are open to a range of UK-based flexible working options including part-time or full-time employment as well as flexible hours due to caring or other commitments.

# The Institute's structure



## Management Operations

Teams support all other activities of the organisation adding value through strategic procurement and supply arrangements, strong financial controls and partnering, robust and secure IT and data management, professional HR provision, networked grant support, commercial and legal services, corporate and research governance. The infrastructure team supports all departments in building and maintaining a great place to work.



## Scientific Operations

The Scientific Operations team is responsible for generating high-quality data and resources by translating ambitious experimental ideas into processes and pipelines for our research faculty to deliver the Institute scientific goals.

With secured funding from Wellcome, and support from Management and Scientific Operations, we are able to strategically focus our work in five key research fields:



## Cancer, Ageing and Somatic Mutation

Provides leadership in data aggregation and informatics innovation, develops high-throughput cellular models of cancer for genome-wide functional screens and drug testing, and explores somatic mutation's role in clonal evolution, ageing and development.



## Cellular Genetics

The Programme is focused on cell-atlasing and cellular genetics. It uses these approaches to map cells in the human body combining cutting-edge methodologies and computational approaches. This enables us to understand what the identity of cells are, how they are regulated, relationships between them and importantly how this can change during development, health disease and ageing.



## Human Genetics

Applies genomics to population-scale studies to identify the causal variants and pathways involved in human disease and their effects on cell biology. It also models developmental disorders to explore which physical aspects might be reversible.



## Parasites and Microbes

Investigates the common underpinning mechanisms of evolution, infection and resistance to therapy in bacteria and parasites. It also explores the genetics of host response to infection and the role of the microbiota in health and disease.



## Tree of Life

Tree of Life investigates the diversity of complex organisms - animals, plants, fungi and protists - through genomic sequencing and analysis to understand their evolution, and provide resources for species conservation, ecosystem monitoring and future biotechnologies.

# Scheme overview



The scheme will last two years and will consist of individual six-month placements, in four of the following areas:

## Cellular Genetics

The Cellular Genetics programme is focused on cell-atlasing and cellular genetics. The programme uses these approaches to map cells in the human body combining cutting-edge methodologies and computational approaches. This enables us to understand what the identity of cells are, how they are regulated, relationships between them and, importantly, how this can change during development, health, disease and ageing.

The types of projects you'll be working on:

- Manage the setup of scientific and operational projects to support the programme
- Collating and analysing various types of data for KPIs metrics for projects
- Mapping workflows within and across the Cellular Genetics programme
- Understanding existing workflows and process to help identify opportunities for streamlining

## Estates and Facilities Management

Estates & Facilities are the custodians of all buildings and grounds across the campus. A team of circa 65 and a wide-ranging portfolio of 26 buildings. Our services include Engineering Maintenance, Scientific Facility Management, Energy and Environmental Strategies, Catering, Security, Cleaning, Grounds, Project Management of refurbishment and new builds. Our operational teams work closely with other management functions to achieve best-in-class infrastructure and services that support our world-class scientific programmes.

The types of projects you'll be working on:

- Documenting and managing existing customer service procedures: namely communications to lab users in the event of maintenance/project work
- Helping set up and working with a new contract administration system
- Gain insight into the myriad Estates & Facilities operations
- Learning about the management system and internal audits

- Supporting action planning and minutes for working groups looking to improve the environmental sustainability on Campus
- Supporting communications linking for Estates functions across the Campus internet, intranet and Sanger internet
- Ownership of creating the contractor induction video
- Working with the projects team to understand the process of project delivery
- Support with the development of standard operating procedures/policies
- Working with soft Facilities Management contractors to understand service delivery requirements across campus
- Scope of services required for a tender process

## Finance

The Financial Planning & Reporting team provides decision support and financial expertise to help managers in all the different areas of the Institute manage their costs.

The types of projects you'll be working on:

- Learning basic financial management skills, critical in developing any career path
- Building and developing financial reports and analyses in support of the finance business partners
- Supporting our change management plan for business systems with data analysis and project management

## Grants

The grants office is responsible for the management of all third-party funding applications and academic research collaboration agreements.

The types of projects you will be working on:

- Managing grant applications to ensure compliance with funder terms and conditions and internal policy
- Assessing the capacity of partner organisations via due diligence, including financial capacity checks
- Working with a new grants management system
- Gaining insight to research contracting and negotiation

# Scheme overview

## Legal and Governance

The management trainee will work within the Legal and Governance (LeGo) team which involves areas of work in Legal, Research Governance and Corporate Governance. The LeGo team supports the scientific endeavours of the Institute by:

- Negotiating legal agreements, such as Material Transfer Agreements (MTAs), Research Collaboration Agreements, (RCAs) and other agreements and contracts;
- Enabling compliance, including with the General Data Protection Regulation (GDPR) and ensuring data protection is appropriately considered;
- Enabling studies to be undertaken within legal frameworks such as the Human Tissue Act, supporting Institute researchers in gaining appropriate approvals for research using human materials, including from the Health Research Authority (HRA) and NHS Research Ethics Committees (REC), and enabling GRL to discharge its responsibilities as a sponsor of studies;
- Monitoring and audit of studies and associated materials, and incident reporting;
- Providing guidance to enable research teams to comply with the Nagoya Protocol and undertaking ethical assessment of the acquisition of animal samples;
- Provision of company secretariat support to GRL Board of Directors and its sub-committees, devising, establishing and maintaining corporate governance best-practice standards and processes, such as in accordance with Charities Commission regulations, UK Corporate Governance Code and the Charities Code of Governance

The types of projects you will be working on:

- Assisting with auditing the use of human materials in research studies
- Consulting research teams at the Institute on an internal governance process for the use of animal materials in research
- Assessment of retrospective studies for Nagoya Protocol compliance
- Assisting with managing contracts, including research agreements
- Assisting the LeGo team with ongoing projects as needed.

## Procurement

The Procurement function works collaboratively with Faculty groups, non-science teams, research facilities across the Campus, as well as suppliers to enable the provision of goods and services.

The team is passionate about maximising value from our third- party spend, ultimately enabling the Sanger Institute to deliver more world-class science within its budgets.

The types of projects you'll be working on:

- Working within Procurement team to understand the market for a particular area, performing research on suppliers and their offerings, supporting with tender activity.
- Engaging with stakeholders within the Institute at various levels to understand their scientific or business needs
- Collaborating with colleagues to improve processes, internal communications and value/KPI tracking

## Scientific Operations

The Scientific Operations team is responsible for generating high-quality data and resources by translating ambitious experimental ideas into processes and pipelines for our research faculty to deliver the Institute's scientific goals.

Our core facilities and focuses are:

- Cellular Operations
- Sequencing Operations
- Supporting professional services including administration, project management and quality assurance

Scientific knowledge will not be required to engage with stakeholders and have a significant impact on operational procedures and processes.

The types of projects you will be working on:

- Developing and delivering a dashboard of key metrics to assess the effectiveness of the operational areas
- Designing and implementing action plans as a result of the staff Great Place To Work survey
- Writing project briefs and business cases for varied projects across Scientific Operations
- Leading an initiative to establish a continuous improvement culture across Scientific Operations



# Scheme overview

## Supply Chain

Supply Chain engages with key stakeholders across the organisation to establish and drive effective end-to-end supply chain and planning processes – from scientific demand across the different programmes, supply capacity within the Scientific Operations department, Procurement and Fulfilment Operations and Warehousing.

The types of projects you'll be working on:

- Supporting Supply Chain with risk reviews or driving process, tools and systems improvement to enable better planning

## Tree of Life

Tree of Life investigates the diversity of complex organisms - animals, plants, fungi and protists - through genomic sequencing and analysis to understand their evolution, and provide resources for species conservation, ecosystem monitoring and future biotechnologies.

The types of projects you'll be working on:

- Manage the setup of scientific and operational projects to support the programme
- Collating and analysing various types of data for KPIs metrics for projects and genome production pipelines
- Assisting with managing contracts, including research agreements and grants;
- Assist with wildlife compliance activities, as needed
- Help to set up and maintain the toolsets utilised across Tree of Life

**The Management Training Scheme at Sanger is an extraordinary opportunity to get a unique 360° experience of the Institute. I am currently on the second of my four placements (Grants Office, Procurement, Cellular Genetics & Scientific Operations) and already I feel like I have learnt so much about the departments, as well as Sanger. As Management Trainees, we provide a really unique fresh eyes perspective to each department so it really is a win-win all round.**

**Each day at Sanger is really different, you never know what project you are going to pick up next. Over the last 8 months, I have written important guidance documents, picked up on tender projects, and lead a recruitment drive for a new team member. I don't have a scientific background, having studied History at uni, which was something I was a bit worried about when I applied but as long as you have a passion for the great work Sanger does, you will fit right in. The scheme provides a brilliant networking opportunity and I have made connections all across the institute. I am excited to continue my journey on the MTS and for my next steps.**



**Jennifer Pagliuca**  
2020 Management Trainee

# Role Profile

<b>Current job title:</b>	Management Training Scheme
<b>Grade</b>	3
<b>Role purpose and primary objective:</b>	<p>Covering a broad range of operational, leadership and management tasks through a combination of gaining hands-on experience whilst being provided with exceptional networking and learning opportunities enabling the individual to grow and take on more responsibility creating an accelerated start to their career.</p> <p>Play a pivotal role in supporting and managing projects and operational work within four key departments, all of whom support our world-leading genomics research.</p>

## **Core Accountabilities [in approximate order of importance to role purpose]:**

1. Manage the set-up of small projects; write project briefs and business cases. Learn how to see a project through to completion, developing governance frameworks, analysing and managing risk and meeting milestones.
2. Provide assistance for sizeable projects operationally, managing trackers and relationships.
3. Build and maintain strong stakeholder relationships. Effectively communicate, influence, and interact with all levels of management and with colleagues.
4. Understand each rotational department including its processes and policies to allow effective working with the function and cross working with teams. Ensure compliance with internal practices.
5. Understand and map workflows and processes identifying streamlining opportunities.
6. Collate and analyse data. Develop and deliver a dashboard of key metrics to assess effectiveness.
7. Learn and understand how to develop strategies in line with department and organisational goals allowing big picture thinking and appreciation.
8. Design and implement action plans as a result of the Great Place to Work survey.
9. Understand customer requirements and deal with enquiries.
10. Deliver monthly performance information, identifying problems and suggesting corrective actions.
11. Become adept at developing and giving presentations.
12. Ownership of workload.
13. Act as the conduit for promoting shared learnings between departments.



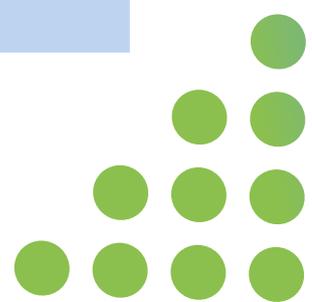
### Describe the most complex/challenging aspects of the role

- Rotation between teams.
- To work in a fast paced environment, balancing and prioritising varied work tasks with an adaptable, pragmatic approach.
- To have the confidence to lead projects but know when to ask for help and support.
- Understanding how the scientific, more academic side of the institute aligns with the operational, more industry-like side in order to ensure cohesive, collaborative working relationships.

### Knowledge, skills and experience required

Degree (Hons) or relevant experience  
Strong proficiency with Microsoft Office Suite

Core behaviours	
<b>Communication and Collaboration</b>	<ul style="list-style-type: none"><li>• Good communicator with strong verbal and written skills</li><li>• Able to build collaborative relationships to achieve results</li><li>• Strong listening skills</li><li>• Ability to work within and contribute to a team</li><li>• Good customer-facing skills</li><li>• Adjusts and adopts communication styles to be effective in a diverse workplace</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Fast and accurate decision making</li><li>• Passion for continuous learning</li><li>• Ability to deal with changing priorities</li><li>• Apply new approaches and ways of working, where appropriate</li></ul>



<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate innovative and creative thinking</li> <li>• Be open-minded and willing to try out new approaches and solutions</li> <li>• Contribute new ideas and improvements to own area of work and seize opportunities</li> <li>• Network with peers from other teams/functions to identify innovative ideas</li> </ul>
<b>Results driven</b>	<ul style="list-style-type: none"> <li>• Good problem solving and analytical skills</li> <li>• Able to prioritise and manage time effectively</li> <li>• Strong attention to detail</li> <li>• Take responsibility for tasks, solve problems, meet commitments and close off issues/tasks</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of confidentiality and discretion at all times</li> <li>• Respect diversity and cultural differences and other peoples' views and opinion</li> </ul>

**“Since joining Sanger in September, I have been thrown into lots of different projects and have learnt a huge amount whilst feeling supported and encouraged by my manager and the team I’ve joined. I have been given the opportunity to independently lead in different areas and develop my skills in project management. The Institute encourages and values our development. Through discussions with your manager, there are lots of opportunities to shape your rotation to develop specific skills of your choosing, so every rotation is unique to the trainee.**

**Now on my second rotation, I am recognising the unique position we have in experiencing different areas of the Institute and have been able to provide insights to my current team as a result. The rotational aspect of the scheme provides a unique opportunity to understand Sanger as a whole and experience multiple potential career paths within the two years!”**



**Charlotte Battrum**  
2020 Management Trainee

# Equality, Diversity and Inclusion

In April 2020 we were awarded the Athena SWAN Silver award, having been one of the first research institutes to achieve the Bronze award in April 2014.

The organisation values the diversity of its employees, students, visiting scientists and collaborators and is committed to providing equal opportunities. The diversity of our workforce is of critical importance in drawing together the talent, skills and experience on which we depend to conduct world-class science and support biomedical discovery.

Our strategy is to foster an inclusive culture where everyone can thrive and diversity is celebrated. For more information about EDI at GRL see our Equality in Science Programme:

<https://www.sanger.ac.uk/about/equality-science>



## Behavioural Competency Framework

We strive to create opportunities that spark conversations and inspire new thinking as we pursue our common goal of scientific research to maximise the benefits of knowledge obtained through genome sequences.

To guide us, we have recently defined a set of core behaviours that we value and lay out our expectations for everyone. By demonstrating these attitudes and behaviours throughout GRL we will build and support an inclusive culture where every member of our community is respected, heard and supported.

We have identified the following six core competencies:

- **Collaboration**
- **Communication**
- **Leadership**
- **Results-Driven**
- **Innovation**
- **Integrity**



# Application Process

Find out more at <https://sanger.ac.uk/about/early-careers/management-training-scheme>

For a discussion about the role, contact: [MTScontact@sanger.ac.uk](mailto:MTScontact@sanger.ac.uk)

## Application checklist

Applications should be accompanied by a CV and cover letter, providing examples of how you meet our six behavioural competencies (Communication, Collaboration, Leadership, Innovation, Results Driven and Integrity) outlined in our job description.

As part of your application, you will be asked to indicate two of the four areas you would like to do a rotation in, from the nine possible areas.

**Closing date** 13th June 2021

**Assessment and interviews** will take place on the week commencing 5th July 2021

## How to apply

Your application should be made online via <https://jobs.sanger.ac.uk>



## Wellcome Genome Campus

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