

JOB DESCRIPTION

JOB TITLE: Laboratory Manager

DEPARTMENT: Laboratory

OVERALL PURPOSE OF JOB:

To ensure effective operational management of the laboratories, working closely with the Academic Leads both in Higher Education and Further Education. To support and develop high quality science provision to support the curriculum.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

Laboratory Management

1. To develop high quality science provision to support the curriculum.
2. Be able to instruct students and staff in the performance of complex techniques and operations and to provide technical support to students undertaking analytical procedures as part of their dissertation projects.
3. To manage the service strategy of existing equipment; all aspects of equipment testing, repair and maintenance, and the supply of sufficient consumable items.
4. Supervise and train all lab staff in the use of core equipment, and lead or advise on the development of SOPs for specialist equipment. Whilst being able to demonstrate complex equipment and techniques up to and beyond degree level. You will be responsible for the management of the booking system for all pieces of equipment.
5. Maintain ongoing purchasing and discount structures, and negotiate with suppliers to achieve maximum economies of scale.
6. Take the lead in negotiating with suppliers to obtain value for money, lead on or support Procurements Officer with tenders.
7. Liaise with Estates Department to ensure the fabrication, fixtures and fittings are adequately maintained and kept to a high standard and that planned preventative maintenance is scheduled to minimise disruption to research activity. Take the lead on any changes which need to be made to lab or office space.
8. Advise on the layout of equipment and laboratory areas, assessing prospective needs in terms of areas and items of equipment, informing costing of projects and associated items where new initiatives are involved.
9. Maintain an up to date record of staffing, equipment and labs space on the asset register.
10. Manage the Laboratory Technicians.

Health and Safety

11. Act as Departmental Safety Officer for the labs ensuring that all health and safety documentation and practices are current, reviewed and updated regularly, and that the labs are compliant with health and safety rules and policies.
12. Hold a current Health and Safety qualification e.g. NEBOSH

13. Advise and maintain the labs health and safety policies, any changes to these policies, and how to implement them. To keep complete and up to date records of College Safety literature.
 14. Ensure appropriate risk assessments have been prepared, to act as a focal point giving advice to members of staff and students on safe working procedures and practices, and to arrange health and safety training to an adequate level.
- Liaise with the colleges Health and Safety Advisor regarding biological, hazardous and toxic waste disposal, and to ensure that all necessary accident and incident reports are made to the Health and Safety Office.

Other Duties

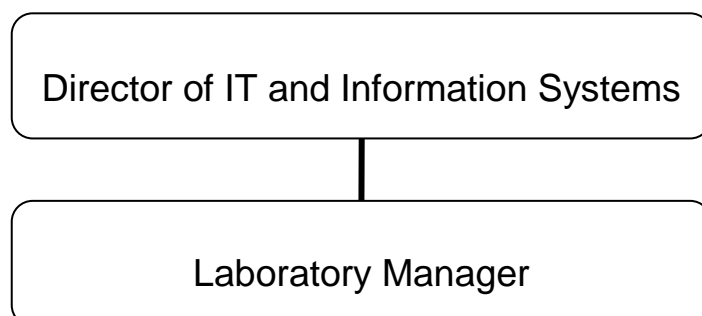
1. Provide technician cover during sickness or leave for other laboratory team members.
2. Manage the laboratory budgets and take the lead in preparing future budgets and operating plans.
3. Take the lead on Small Research Facility models – identifying equipment suitable for this purpose, liaise with the facility leads and with finance to design a suitable SRF costing model.
4. Represent the labs at internal and external meetings.
5. Carry out any other relevant duties as may reasonably be associated with the post and which may be required from time to time.
6. Develop commercial ventures to generate income from the laboratories.
7. Participate in and support college activities on behalf of the labs. This is anticipated to be around 2 days per year.
8. Take part in all staff College events such as Lambing Sunday and Open Farm Sunday.

DECISION MAKING

Decisions relevant and necessary for the performance of the main tasks.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

POSITION IN COLLEGE



PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications / Training			
<ul style="list-style-type: none"> Educated to degree level, or equivalent (2:1 or higher, or equivalent) in a Science related subject or equivalent experience. NEBOSH qualification First Aid MSc in a Science based discipline 	<div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div>	Application Interview
Experience			
<ul style="list-style-type: none"> Demonstrable experience of laboratory management. Demonstrable experience of day to day running of laboratories, stock control, maintaining instruments and troubleshooting. Experience of implementing continuous process improvements, SOPs and training others. Experience of working in a further or higher education environment Experience of managing laboratory facilities in an education setting with the ability for practical set up for science disciplines: Biology, Chemistry and Physics Teaching Experience in Further or Higher Education 	<div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	Application Certificates
Skills / Special Knowledge			
<ul style="list-style-type: none"> Excellent leadership qualities with demonstrable ability to lead by setting example. Meticulous and accurate in all aspects of work. Ability to organise and prioritise work efficiently delivering results to required standards and timelines. Excellent oral and written communication skills. Ability to work independently and act on own initiative. Highly developed problem solving and reasoning skills. Good inter-personal skills with ability to work co-operatively in a multidisciplinary setting. Ability to communicate effectively with a wide range of 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>		Interview References

stakeholders.	✓		
<ul style="list-style-type: none">Willingness to learn new laboratory techniques and skills.	✓		
<ul style="list-style-type: none">Child Protection IssuesAble to form and maintain appropriate relationships and personal boundaries with young people.	✓	✓	
<ul style="list-style-type: none">Ability to develop and nurture commercial ventures		✓	
Disposition			
<ul style="list-style-type: none">Commitment to providing a user friendly serviceCommitment to the values, aims and objectives of the collegeCommitment to equal opportunities and diversityInnovative, creative, flexible, energetic and enthusiastic approachTeam playerMotivation to work with children and young people.Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline.Inquisitive with an analytical mindIdentifies opportunities for improvement	<ul style="list-style-type: none">✓✓✓✓✓✓✓	<ul style="list-style-type: none">✓✓	Interview References
Other			
<ul style="list-style-type: none">Willingness to travel to other sites as appropriateFit for the duties of the post.DBS check carried out on appointment	<ul style="list-style-type: none">✓✓✓		Medical Report
Special Interests			
			Interview