# UNIVERSITY OF EAST LONDON JOB DESCRIPTION

**Job Title:** Medical Sciences Laboratory Manager

## Grade: F

**School:** Office of the Health Campus

**Responsible to:** Technical Support Manager (Health Campus)

**Responsible for:** Senior Scientific Officers, Scientific Officers and Technical Assistants

**Liaison with:** Academic staff, technical staff, students and external suppliers and partners

## Job Purpose:

To support the Technical Support Manager in providing highest quality, multi-specialist technical expertise and support to students, staff and external partners and coordinate technical resources for the provision of high quality support for teaching, research and enterprise activity. To carry out the day to day management of a small team of staff, support practical classes, student project work, workshops, research and income generation activities. The post holder will play a central role in the maintenance and operation of teaching and research laboratories including associated facilities in accordance with current Health and Safety regulations.

## Key Accountabilities and Duties:

* To manage a small team of technical staff
* To provide the highest quality, multi-specialist technical expertise and support for teaching activity, practical classes, student projects and MSc courses during and outside of standard term times; undertake demonstrations for practical classes and skill training when required
* To provide high quality specialist technical support to teaching, outreach activities, research, consultancy and income generation activity at designated times throughout the year
* To provide training for up-skilling of other members of the technical team
* Maintenance and arranging for repair of the equipment and maintenance of the laboratory facilities and associated areas
* Responsible under the Technical Support Manager (Health Campus) for safety and security in the designated areas, conforming to all legal requirements
* To adopt a collaborative, collegiate and inclusive culture which includes sharing information and good practice with others
* Under the guidance of the Technical Support Manager (Health Campus) implement processes, procedures and practices to ensure that the needs and expectations of relevant stakeholders are met
* To carry out other duties which might reasonably be assigned by the Technical Support Manager (Health Campus) or Dean

## Duties and Responsibilities:

* Line management of a small team of technical staff
* Advise, assist and instruct staff and students on the appropriate procedures for the operation, monitoring, maintenance, security and use of equipment and facilities, in accordance with the needs of the teaching, research academic and income generation activities
* The post holder will routinely address staff and student groups with information of a specialist nature. This involves explanations of concepts to embrace theoretical conclusions. This will involve timetabled practical sessions as well as supporting other access to specialist facilities
* Preparation, setting up and clearing of equipment and materials for practical classes, project and dissertation work, research and income generation activities
* The role holder would provide technical support for School liaison initiatives liaising with the school science coordinator
* Support academic staff in the supervision of project students within the laboratories and demonstrating the safe use of equipment and specialised laboratory skills to students and staff
* Collaborate with academic and technical colleagues in the development of practicals, research projects, research and other academic programme, and to contribute ideas towards the improvement of the resultant services to users. Introducing innovative techniques into areas of research and academic delivery
* Continual development of new practicals for teaching and short courses, and contribution to the improvement, design and delivery of taught practical sessions
* Production and development of learning materials, for use by students and staff in practical settings, in line with specified academic outcomes including preparation of standard operating procedures
* Accurate record keeping; preparation and regular maintenance of inventory of reagents and stocks, equipment within the post holder’s area and keeping a record of its maintenance
* Contribute to the development of a collaborative, collegiate and inclusive culture which includes sharing information and good practice with others
* Responsible for instrumentation in the laboratories. Managing the maintenance and operation of laboratory equipment, arranging for service and repair where necessary to meet demands. Management of the asset register and annual fixed asset audit
* To ensure that all laboratory environments are maintained to the highest standard of order and cleanliness in line with both the University and School Health and Safety regulations
* Having a thorough knowledge of the relevant Health & Safety procedures and assisting the Head of Technical Resources in ensuring staff and students adhere to and comply with all Health and Safety regulations, both national and local rules. Conduct and review COSHH and Risk Assessments
* Management of associated facilities such as liquid nitrogen cell bank and the PAT testing of laboratory equipment
* Purchase of materials, stock control, monitoring expenditure. Liaising with company representatives, negotiating discounts with emphasis on value for money
* Assist academic and technical staff in the costing of practical/lab-based classes and running research projects, with the aim of helping the Technical Support Manager (Health Campus) and Dean of the School to identify more cost effective ways of delivering their curriculum
* To prepare protocols where appropriate under the direction of the Technical Support Manager (Health Campus)
* Demonstrate a flexible attitude to change which will support the University in meeting existing and future needs
* Take personal responsibility to develop and maintain a professional knowledge. Commitment to achieving Professional Registration and maintaining CPD
* To carry out any additional tasks commensurate with the post as requested by the Technical Support Manager (Health Campus) or Dean

This document outlines the duties presently required for the post of Medical Sciences Laboratory Manager and to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the duties may be varied within the general character and responsibilities of the post. The post holder may be required to work on other University sites.

# PERSON SPECIFICATION EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:

### Essential criteria

1. A good honours degree in a bioscience or biomedical subject, ideally supported by a relevant postgraduate scientific (A/C).

### Desirable Criteria

1. One or more of the following: Health and Safety qualification; Management qualification and achievement of Professional Membership or Chartered Status in a relevant area (A/C).

# KNOWLEDGE AND EXPERIENCE:

### Essential criteria

1. Demonstrable experience of working in a laboratory/research environment and management or supervision of staff in a laboratory environment in the UK, ideally in a University or educational environment, providing support for Bioscience or other related academic areas (A/I)
2. Evidence of current experience and practical knowledge of a wide range of laboratory techniques and equipment such as microbiology, immunology, histology, cellular pathology, molecular biology, cell biology, pharmaceutical sciences/pharmacology or other related academic areas, with a commitment to CPD and Professional Registration (A/I).
3. Knowledge of health and safety at work practices and its implementation in a laboratory (A/I/T).

# TEAMWORK AND MOTIVATION:

### Essential criteria

1. Proven ability to work effectively independently and as a member of a team to achieve shared goals with a positive, inclusive and collegial approach and able to demonstrate an understanding of equality and diversity, and its practical application (A/I).

# TEACHING TRAINING AND LEARNING SUPPORT:

### Essential criteria

1. Ability to provide specialist advice and assistance to students to include explanation of techniques and equipment and interpretation of the concepts involved to embrace theoretical conclusions such as delivery, or support of the delivery of, regular one-off training sessions and talks in a specific subject area and of giving regular and routine introductions to students or others outside the work team (A/I).

# COMMUNICATION:

### Essential criteria

1. Evidence of an ability to receive, understand and convey subject knowledge and general information clearly and with confidence in a clear and accurate manner both in person and in writing using variety of appropriate formats accessible to both students and staff. IT literate with proficiency in the use of office and laboratory IT technology and software. Experience of purchasing and record keeping using appropriate computer software and system (A/I).

# PLANNING AND ORGANISATION:

### Essential criteria

1. Excellent organisational skills, capable of ensuring timely and manageable workflow, with the ability to: achieve agreed objectives and delivery of an efficient service, e.g. plan ahead and anticipate needs e.g. preparation and sourcing of reagents; take independent decisions e.g. maintain and carry out basic repair of laboratory equipment, repair of equipment and contacting Estates to rectify problems with the facilities (A/I).

# SERVICE DELIVERY:

### Essential criteria

1. Evidence of ability to provide a reliable service to students, academic staff and external users through: understanding their requirements, preparing and maintaining practical resources and carrying out related administrative duties; under the guidance of line manager adapt the service provision to meet user and stakeholder needs (A/I).
2. Ability to: maintain up-to-date appropriate records; monitor resource use for own area and produce spreadsheets; analyse data and predict future resource needs; initiative to improve and solve problems with experimental procedures and improving quality of service ensuring that it is cost effective e.g. preparing reagents rather than purchase kits; research, design and adapt methodology, to improve experimental procedures, e.g. create new practicals (A/I).

# OTHER ESSENTIAL CRITERIA:

### Essential criteria

1. Ability to cope with physical demands of role e.g. moving equipment and manual handling tasks and flexible approach to working and willingness to work outside normal hours (09.00 to 17.00) and at weekends/public holidays as and when required (A/I).

## Criteria tested by Key:

A = Application form C = Certification

I = Interview

P = Presentation T = Test