JOB DESCRIPTION

1. JOB TITLE: Laboratory Manager

2. HRMS REFERENCE NUMBER: HRMS/13218

3. ROLE CODE: LMFSE

4. DEPARTMENT: Faculty of Science & Engineering

5. ORGANISATION CHART: Reports to Dean of the Faculty of Science & Engineering

6. JOB PURPOSE:
To lead the team supporting those aspects of the programmes that are delivered in the laboratory. The post holder will lead and take overall responsibility for the team of technicians providing technical support and guidance for students and staff using the laboratory and workshop facilities within the Faculty. The activities of the team include the set up and maintenance of equipment, and the preparation of materials and resources for wide range of laboratory based teaching and research.

7. BACKGROUND INFORMATION:
The Faculty of Science and Engineering is located on the former Thornton R&D site of Shell Research Ltd, now transferred to the University of Chester. The Faculty contains the School of Mathematics and Computing, and has four further Departments: Mechanical Engineering, Electronic & Electrical Engineering, Chemical Engineering, and Natural Sciences. In all cases, the programmes from these four Departments have a high experimental content and require the students to develop correspondingly high levels of scientific and practical skills. Departments share some common facilities and also operate individual specialised laboratories and workshops. Support for staff and students working within the laboratories is provided by a flexible team of typically eight technicians who are expected to work across Departmental boundaries, depending on need and on the best use of individual skills and expertise. The laboratory manager will ensure the smooth operation of the laboratories, take responsibility for meeting all health, safety and environmental legislative requirements, lead the technician support team, and show technical leadership in one or more key laboratory areas.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively
- Communicate ongoing laboratory and experimental requirements to the technician team.
• Communicate any issues regarding the operation of the Technical team to the Dean, where these cannot be resolved within the team.
• Answer general enquiries from students and staff, where these cannot be met directly from a member of the technician team.
• Communicate with colleagues and students in relation to teaching and research.
• Oversee the demonstration and instruction of students in the preparation of materials and the use of laboratory and workshop equipment.
• Oversee and review written methods for practical sessions, and where necessary generating usable instructions from complex information that are easily understood by students.

8.2 Leadership and Working Collaboratively
• Lead the Technical team in the Faculty of Science and Engineering, providing support for the teaching and research activities and reporting to the Dean of Faculty.
• Work with academic staff in all Departments of the Faculty.
• Act as line manager for the Technical team, ensuring smooth and flexible operation of the team, delegating tasks and carrying out performance reviews and other HR functions as necessary.

8.3 Liaison and Networking
• Liaison with academic staff, students and researchers on requirements for practical lessons in laboratories or workshops.
• Lead regular meetings of the technical team.
• Attend and contribute to meetings of subject working groups as necessary.
• Communicate with suppliers and service engineers.

8.4 Delivering a High Quality Standard of Service
• To ensure that the Technical team provides a helpful and timely reactive service to the requests of academic staff regarding preparation for laboratory practical sessions and for research.
• To respond to student requests for assistance in practical sessions and where appropriate with projects and equipment support, where these needs cannot be met directly from a member of the Technical team, maintaining a professional approach to support students, promoting development and preventing dependency.
• Oversee and contribute to the preparation and maintenance of equipment for laboratory work, including set-up, dismantling and resetting of experimental spaces as necessary.
• Provide technical leadership in at least one specialist area of laboratory activities.

8.5 Effective Decision Making
• Make independent decisions concerning the day-to-day operation of the Technical team.
- Provide support and guidance on the use of materials and equipment for teaching and research.
- Make collaborative decisions with academic staff and the technical team regarding preparation for laboratory and workshop sessions.
- Provide advice to students and colleagues where necessary to allow them to make decisions concerning practical work.
- Initiate proposals and contribute to collaborative decisions with academic staff regarding, for example, the purchase of new capital equipment.
- Undertake shortlisting and participate in interview panels for the recruitment of new technical staff.

### 8.6 Planning and Organising Self and Others
- Work independently under the general guidance of the Dean, planning and organising the workload of the Technical team to meet the needs of staff, students and researchers in the Faculty.
- Supervise the Technical team to ensure efficient use of laboratories, workshops and teaching resources.
- Contribute to the planning of teaching and research projects as appropriate.

### 8.7 Innovation and Improvement (Effective Problem Solving)
- Consulting and advising on standard day to day problems as they arise, for example equipment breakdowns.
- Consulting and advising on complex technical problems for example developing and testing equipment, methods and procedures to ensure success.
- Provision of technical advice and information to allow students to achieve their potential.
- Developing systems to ensure facilities and equipment are maintained to the necessary standards.

### 8.8 Analysis and Research
- Oversee the ordering and maintenance of stocks of materials and consumables.
- Maintain knowledge and awareness of product developments in a wide range of relevant laboratory discipline areas.
- Ensure practical requirements and laboratory written methods are developed and tested before sessions are delivered to students.
- Support students with the interpretation of data and results from laboratory or workshop sessions, where the needs cannot be met from a member of the Technical team.

### 8.9 Sensory and Physical Demands
- The role holder will be required to lift, carry and set up laboratory and workshop equipment and materials.
- The role holder must be Health & Safety aware, ensuring the laboratory activities of the Faculty are fully compliant with all Health, Safety and Environmental requirements and are fully risk assessed, and ensuring
that students, academic staff and members of the Technical team work safely.

• Occasional work off-site may be required, for example supporting field trips and day visits.

8.10 Work Environment
• Laboratory, workshop, office and classroom environments, with occasional work off-site as required.
• Responsible for the safe storage, supervision and use of equipment by suitably trained persons.
• Use appropriate PPE while in a laboratory or workshop environment.
• Work with the appropriate academic staff to ensure risk assessments are in place, and to provide advice on the safe use of equipment and facilities.

8.11 Pastoral Care and Welfare
• Show sensitivity and consideration to students and colleagues.

8.12 Team Development
• Develop the Technical team into an effective, proactive and energised support team.
• Contribute to the induction and development of new staff as needed.
• Carry out the necessary HR functions including probationer reviews, annual performance appraisals, etc. for the Technical team.

8.13 Teaching and Learning Support
• Contribute to inductions for new students.
• Provide instruction, support and guidance on the use of laboratory and workshop equipment and techniques as necessary.

8.14 Knowledge and Experience
• Supervisory experience, preferably in a scientific or technical/engineering environment.
• Degree or equivalent knowledge and experience in a science or engineering subject.
• A good communicator, able to provide effective technical instruction and guidance adapted to suit students with a range of levels of understanding.
• Computer literacy and numeracy.
• Knowledge and experience of general laboratory and/or workshop practice, gained either in an academic or an industrial environment.
• Knowledge of Health, Safety and Environmental legislation as it applied to the laboratory or workshop environment. This will include familiarity with COSHH regulations, materials safety data sheets, and other Health, Safety and Environment regulations relating to the materials and equipment used, for example Ionising Radiation Regulations (1999), Human Tissue Act (2004), etc.
8.15 General

The role holder is not expected to undertake an academic teaching role or to resolve academic problems.

To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

To take responsibility for upholding and complying with the University’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with all University Health and Safety policies. The post holder will act as the Faculty Health and Safety Officer.
# PERSON SPECIFICATION

**Job Title:** Laboratory Manager  
**Department:** Faculty of Science and Engineering

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<tr>
<th>Criteria</th>
<th>Essential / Desirable</th>
<th>Method of identification</th>
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| **Qualifications:**  
Degree or equivalent in relevant subject. | Essential | Application form |
| Computer literacy and numeracy | Essential | Application form |
| **Proven Experience:**  
Knowledge and experience in a science or engineering subject | Essential | Application form/ interview |
| Knowledge and experience of general laboratory and/or workshop practice, gained either in an academic or an industrial environment | Essential | Application form / interview |
| Supervisory or team leadership experience, preferably in a scientific or engineering environment. | Essential | Application form / interview |
| Experience of providing technical support to students in higher education. | Desirable | Application form / interview |
| High level of safety awareness, | Essential | Application form / interview |
| Knowledge and experience of implementation of current HS&E legislative requirements as they apply in a laboratory or workshop environment. | Desirable | Application form/ interview |
| **Delivering academic and service excellence:**  
Familiarity with setting up and using a wide range of laboratory and / or engineering workshop equipment for the purposes of teaching or research. | Essential | Application form / interview |
| Effective communication to deliver instruction and guidance to members of the technical team and to students with varying experience. | Essential | Application form / interview |
| Use of data analysis tools such as MS Excel. | Essential | Application form |
| Specialist knowledge of one or more technical areas of specific interest to the Faculty. | Desirable | Application form / interview |
**Managing self and inspiring others:**

| Ability to plan own work and make independent decisions. | Essential | Application form / interview |
| Ability to lead and motivate the Technical team          | Essential | Application form / interview |
| Hard working, self-disciplined, committed.               | Essential | Application form / interview |

**Working together:**

| Ability to work as part of the broader Faculty team, and to support students, the Technical team and academic staff. | Essential | Application form / interview |

**Organisational and stakeholder awareness:**

| Ability to make effective decisions concerning the operation and management of laboratories, workshops, materials, and equipment. | Essential | Application form / interview |
| Ability to allocate resources including manpower to ensure operational effectiveness of the Technical team. | Essential | Application form / interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Method of identification** is where the selection panel will match the candidate’s skills and abilities to the required criteria outlined (i.e. application form, interview, test)
SALARY SCALE
University Scale OS9, points 31 - 34, £31,644 - £34,565 per annum payable monthly in arrears.

PROFESSIONAL CONTRACT
The successful applicant may opt to be employed on a ‘professional contract’. Those employed on professional contracts have a holiday entitlement of 35 days per annum. As a minimum they are expected to be present during the core hours of the role, as outlined above, and they are not entitled to participate in the department’s flexi-time scheme.

RESIDENCE REQUIREMENT
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOURS OF WORK
Monday to Thursday 9.00am - 5.30pm
Friday 9.00am - 4.30pm (less one hour for lunch each day)

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

MEDICAL EXAMINATION
Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME
The University operates two pension schemes for support staff:
- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Friends Life.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.
PROBATIONARY PERIOD
A nine months' probationary period applies to all University posts.

CLOSING DATE
Candidates should apply for this vacancy via our online recruitment website (https://jobs.chester.ac.uk/wrl/) by Monday 12th May 2014 quoting reference number HRMS/13218.