

THE POST

College/Service:	Technical Services
Post:	Biological Services Laboratory Manager
Grade:	Grade E
Reference:	P53097
Reporting To:	ARC Manager

Job Description

The University of Exeter wishes to recruit a full-time Laboratory Manager to work with technical, research and academic staff in the University's Aquatic Resources Centre (ARC). The post is available from October 2018 and is on a permanent basis.

Main purpose of the job:

A critical member of the Aquatic Resources Centre team, the post holder will be responsible for supporting the ARC manager in the day-to-day management of the University's ARC research and teaching facilities. As well as helping maintain 20-30 different aquatic species, the post will have a strong focus coordinating research in areas of ecotoxicology, developmental biology, fundamental physiology, climate change and human health that support postgraduate and undergraduate studies. The post holder will, therefore, have experience working in a research environment and have a good level of technical expertise. (S)he will help to ensure experimental work is conducted to a high standard and aquaria and associated laboratories are managed in accordance with good laboratory practice. The post holder will be expected to have a working knowledge of aquatic life support systems, experimental systems and the type of equipment used in such studies (e.g. peristaltic pumps, water chemistry probes, gas dosing systems). They will be expected to work with students and academics to help advise and be hands-on in building appropriate experimental setups. The post holder will also be expected to support junior members of staff within the ARC team, be highly motivational and have some line management responsibilities.

The post holder will assist in ensuring that the requirements of the Animals (Scientific Procedures) Act 1986 are met and that the highest standards of animal welfare, in accordance with *Home Office licence conditions and University policy*, are maintained at all times within the facility.

Further information on the University's research and Policy on the Use of Animals in Research can be found at <http://www.exeter.ac.uk/research/inspiring/ourresearchstrategy/animals/>

Main duties and accountabilities:

- Help maintain facility biosecurity both with respect to staff and animals.
- Work with the facility manager, home office inspector, named veterinary surgeon, and the fish health inspectorate to ensure compliance with our licence conditions for animal research.
- Full line management responsibilities, for staff under your leadership.
- Responsible for in-house training and development for animal care staff, as well as for identifying suitable external training opportunities and access to CPD programmes. Provide training to researchers and students where appropriate.
- Responsible for co-ordinating, with the teaching department and academic leads, the delivery of a number of undergraduate practical's on aquatic invertebrates and fish.
- Responsible for co-ordinating, with academic staff and students, a wide diversity of research and teaching projects.

- Supporting the research of staff, PhD and project students and others working with them.
- Maintain equipment and evaluate new techniques and equipment that may be of use to enhance the effectiveness of research carried out.
- Define standard protocols for the use of equipment, experimental techniques and for the processing of a variety of sample types.
- Support and, often, coordinate the timings and resource needed for fieldwork based on experience of marine and freshwater systems.
- Form productive working relationships with other technical and Professional Services staff, stakeholders and suppliers in maintaining overall operations of the facility. The role-holder will be expected to deal with internal or external stakeholders creating a positive image of Technical Services by being responsive and prompt in responding to requests and referring the user to the right person if necessary; to initiate improvements to the service within their degree of influence.

Animal Welfare:

- Have a working knowledge of HO legislation for working with animal's to a level whereby you are comfortable (in the manager's absence) hosting the home office during routine inspections.
- Working with the manager to help ensure that the University is fully compliant with ASPA at all times and that there is an excellent culture of care within the facility. Encourage continued professional accountability and high standards of performance in all areas.
- Working with other named persons and facility technical staff, ensure that appropriate animal and laboratory records and systems are kept and accessible at all times. Participate in internal audit process to check adherence to record-keeping systems.
- Responsible for ensuring that appropriate risk assessments, standard operating procedures and local rules are developed, implemented and regularly reviewed in all areas of operation, striving to increasing standards in line with best practice across all University facilities and in the field.
- Maintain an up-to-date knowledge and record of the non-regulated procedures conducted by University researchers within the ARC facilities, ensuring that the same high standards of care and welfare are applied and that all such research is reported and monitored appropriately
- Assist the manager in ensuring that robust competency assessment processes take place (through personal supervision and assessment of others where possible, or with other appropriately qualified persons) within the facilities.
- Assist in the management of operational cover and staffing rotas to ensure that appropriate arrangements are in place for year round (365 days) out-of-hours cover. Participate in this cover.

Teamwork and motivation

- The role-holder will be required to be supportive and encouraging of others, clarify the requirements of team members, agree clear task objectives, organise and delegate work fairly according to individual abilities, help the team focus their efforts on the task in hand and motivate individual team members.
- Provide guidance to others in absence of more senior team members as a more experienced team member, team leader or supervisor.
- Act as a role model to others within the team.

Liaison and Networking

- The role-holder will be required to: build and develop on-going relationships to ensure effective communications and effective working; be a member of cross-functional or technical service-wide working teams or groups where the main purpose is to build and develop ongoing relationships to ensure effective communications and effective working.

Leadership, Planning and Organising Resources

- The role-holder will be required to: plan, prioritise and organise the work and resources of themselves and others within their area; be accountable for ensuring effective use of resources within their area; receive information from and provide information to others to achieve effective service delivery; monitor progress against action plans and/or objectives for their area.

Initiative and Problem Solving

- The role-holder will be required to: use initiative to resolve problems where the optimal solution may not be immediately apparent – this may include weighing up the pros and cons of different approaches to identify and assess practical options.
- Has a certain amount of autonomy within an identified area, as such provides feedback, guidance and advice to staff and students.
- Helps others to problem solve by posing questions and encouraging others to think and develop ideas.

Working Environment

- The role-holder will be required to: manage the safety of others in their area of responsibility; to implement and monitor progress against health and safety standards where applicable; to carry out risk assessments and COSHH assessments.
- This may take place in a high risk laboratory/plant room environment where you will be required to follow and enforce safety procedures.
- There may be the requirement to wear personal protective equipment. Actively contribute to continuous improvement strategies.
- Implement, adhere to and promote relevant Work Health and Safety policies/guidelines, University Environmental Sustainability and waste management guidelines/policy and carry out any responsibilities outlined in Safety Management Plans and H&S audit recommendations.
- Take responsibility for ensuring risk assessment documentation is completed correctly and reference copies are available to all those affected.
- Provide guidance to others regarding safe use and conduct in line with H&S guidelines.
- Act as a recognised source of information or guidance in the event of an accident or emergency situation.
- Promote a learning and improvement culture for safety in all aspects of the work.

Pastoral Care and Welfare

- The role holder will be expected to show sensitivity to those who may need help or, in extreme circumstances are showing signs of obvious distress – initiating appropriate action by involving relevant people.
- Giving pastoral care and guidance on commonly occurring welfare issues/queries; following standard welfare procedures for the University; recognising when an individual should be referred elsewhere for professional help; at all times respecting confidentiality.
- Encourage and promote behaviour consistent with University's values and standards, equality and diversity standards and guidance, and create a positive work environment.

Personal and Team Development

- Proactive personal and professional development including completion of mandatory training, skills courses and specialist training.
- Provide training and guide others on specific tasks, issues or activities; giving advice; guidance and feedback on the basis of their own knowledge or experience; and delivering in house training where appropriate.
- This will occasionally involve coaching and mentoring members of the work team formally or informally. Keep up-to-date technically and apply new knowledge.

Knowledge and Experience

- The role-holder will apply a working knowledge of theory and practice, sharing this knowledge with others as appropriate; demonstrating continuous specialist development by acquiring relevant skill and competencies.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. There is a clear expectation that the post-holder will support other areas of Technical Services and will undertake other duties of similar level and responsibility.

Person Specification

Essential	Desirable
Attainments/ Qualifications	

<ul style="list-style-type: none"> • First degree or equivalent in Biosciences-related subject • Evidence of ongoing professional development and membership of relevant professional societies 	<ul style="list-style-type: none"> • NEBOSH certificate or equivalent basic health and safety qualification • Home Office Personal Licence holder
Skills and Understanding	
<ul style="list-style-type: none"> • Excellent project management skills • Skilled in developing and implementing effective working practices across a complex team/organisation. • Excellent communication and interpersonal skills • Knowledge of relevant Health and Safety regulations and other applicable legislative requirements, ability to implement H&S policies and procedures efficiently and effectively • IT literate 	<ul style="list-style-type: none"> • Possess an in-depth understanding of ASPA and associated HO guidance, Codes of Practice • Awareness of national and international developments likely to impact on the use of animals in research
Prior Experience	
<ul style="list-style-type: none"> • Diverse and relevant experimental skills • Experience of maintaining scientific equipment • Experience of liaising with external contractors and suppliers • Experience of supervising students and staff in the laboratory including performing lab induction and demonstration of experimental techniques 	<ul style="list-style-type: none"> • Evidence of contributing to and collaborating in specialist research
Behavioural Characteristics	
<ul style="list-style-type: none"> • Initiative, willingness to lead and to motivate others • Ability to work within project deadlines and to influence outcomes and organisation in order to meet deadlines under changing circumstances • Analytical and methodical in approach • Excellent attention to detail • Excellent customer care and liaison • Evidence of continuous improvement across all aspects of the role • Ability to advise clearly on operational options for new processes or identified improvements • Evidence of using initiative and experience to solve unexpected problems • Confident, with the ability to work independently with limited supervision 	
Circumstances	
<ul style="list-style-type: none"> • Ability to travel to all campuses of the University in Devon and Cornwall and out of area for CPD purposes 	

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.

