

**Job Description**

|  |  |
| --- | --- |
| Job Title: | Laboratory Manager (SERS) |
| Faculty/Professional Directorate: | Faculty of Health Sciences |
| Subject Group/Team: | Faculty of Health Sciences Office |
| Reporting to: | Head of Technical Services |
| Duration: | Continuing |
| Job Family: | Specialist (Lab) |
| Pay Band: | 6 |
| Benchmark Profile: | Specialist (Lab) Band 6 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background**

This is an exciting opportunity to join the Faculty Technical Services Team providing laboratory operational management to support the School of Sport, Exercise & Rehabilitation Science (SERS).

The University of Hull has state-of-the-art therapeutic equipment and facilities, supported by our dedicated technical staff, and provides a high-quality teaching, learning and research environment for sport science staff and students. Our facilities include a high-specification strength and conditioning suite, environmental chamber, extensively equipped physiology laboratories, and a large multifunctional Health and Human Performance Laboratory containing multiple force plates, integrated 3D optoelectronic motion capture cameras, EMG, isokinetic dynamometry and dynamic computerised posturography/balance systems.

With a strong background in Biomechanics and/or Exercise Physiology, you will be responsible for leading and providing high-quality technical support for our teaching and research endeavours within SERS. You will be closely involved in our Outreach programmes, the supervision of student placement experience, and laboratory-based student research studies in conjunction with academic supervisors. For candidates with the appropriate experience and understanding of specialist Biomechanics and Exercise Physiology, there may also be opportunities to perform independent research and to provide coaching and training to staff and students in experimental procedures, techniques and allied equipment.

Full support and guidance will be provided by the Head of Technical Services and academic staff within the faculty. There will be opportunities to undertake professional development such as Professional accreditation in Strength and Conditioning and BASES Sport and Exercise Scientist Accreditation.

### Specific Duties and Responsibilities of the post

The role holder will provide laboratory operational management within the School of Sport Exercise and Rehabilitation Sciences, supporting the Faculty Head of Technical Services.

This will involve:

* Management and maintenance of the School of Sport Exercise and Rehabilitation Sciences laboratory areas and facilities, allocating resources and controlling processes and procedures. Liaising closely with the Head of School, Head of Technical Services, Principal Investigators, teachers, researchers and students.
* Acting as Local Safety Officer, undertake the management and implementation of Health and Safety policies, procedures and guidelines across the laboratory areas. Oversee risk assessment, support and promote a culture of positive, proactive and responsible attitude towards H&S and good laboratory practice. Liaise with the Head of Technical Services and University & NHS Health and Safety Officers for all incidents and near misses along with incident investigations.
* Facilitate and take part in health and safety workplace inspections, to include offices and laboratory areas, report findings and compliance issues, identify good practice and make recommendations to the senior management of the Faculty and Departments.
* Ensure sufficient Health & Safety training and inductions are provided to all staff and students and where appropriate recording this on a faculty central database.
* Identify future improvements to maximise laboratory facilities and equipment meet standards of quality and efficiency for both teaching and research. Collaborate with colleagues to plan, organise and control activities so that the specialism is delivered to a high standard.
* Researching, adapting and optimising methods and procedures for instrumentation and data collection and transferring these skills to staff and students.
* Manage the laboratory equipment base to support teaching and research, including repairs, service agreements and programmes of preventative maintenance, maintaining inventories and asset registers. Writing, implementing and amending Standard Operating Procedures.
* Organise and undertake general administrative laboratory duties such as monitoring and ordering consumables, reagents and chemicals, following the University’s set procurement process. Liaise with external contacts and follow up orders to ensure stock is available.
* Take a lead and provide specialist support in Biomechanics and Physiology using refined skills and knowledge to interpret and implement the technical specialist requirements for academic staff, researchers and students.
* Train, induct or provide specialist guidance to staff and students covering both general and specialist techniques and procedures as appropriate.
* Keep accurate records and databases of chemicals, samples and reagents within the laboratory and ensure their correct storage.
* Manage, review and implement procedures to maximise the efficient running of the work area under the direction of the Head of School & Head of Technical Services.
* Manage and monitor budgets as required and negotiate with suppliers for a range of items.
* Consulting with the university media and marketing departments to aid in the advertisement (KE) and student recruitment
* To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies.
* Maintain up-to-date knowledge of the relevant fields; investigate and propose improvements to services, advocating best working practices.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder will provide laboratory support to staff, students and more senior colleagues.
* Practical working knowledge of the systems, processes and procedures across a section or area of work.
* Detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities.
* Knowledge is gained through extensive practical experience and/or through formal instruction.
* Initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.
* Plan and prioritise own work and may be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources.
* Expected to contribute to longer term developments within the department. such as implementing improvements to working methods, policies and procedures.

**Main Work Activities**

### Communication

* Explain methodologies.
* Discuss improvements to experiments.
* Explain laboratory procedures, technical processes, equipment operation to students and staff.
* Give advice and guidance to staff and students on various laboratory related topics.
* Give advice and assistance with completion of COSHH assessments and ensure that all staff are aware of health and safety legislation.
* Write technical instructions, standard operating procedures and user guides.
* Produce standard reports.
* Maintain COSHH administration and hazard data sheets.

**Teamwork**

* Provides day-to-day support to other members of staff and members of staff new to the work area.

**Liaising and Networking**

* Works in collaboration with staff and colleagues to maintain and implement existing services and new initiatives/procedures/processes.
* Liaises with staff and colleagues to ensure that projects are developed and completed satisfactorily.
* Works in collaboration with external organisations.

### Service Delivery

* Carry out research experiments.
* Maintain day-to-day running of a research laboratory.
* Provide relevant technical support to undergraduate and postgraduate projects, academic staff and researchers.

### Planning and Organisation

* Plan and prioritise own work in order to meet deadlines.
* Plan, prepare, prioritise and organise the space, equipment and materials.
* Maintain and operate laboratory equipment.
* May be required to organise and participate in fieldwork.

### Analysis/Data Inputting

* Collate, prepare and analyse data.
* Prepare samples for analysis.
* Use statistical software packages.
* Fault diagnosis on equipment.
* Keep up to date with latest developments/equipment.

**Work Environment**

* Responsible for Health and Safety practices.
* Monitor and report on health and safety measures and ensure compliance with health and safety procedures.

**Teaching and Learning Support**

* Plan and deliver practical sessions designed by module leaders to undergraduate students.
* Co-supervise project students.
* Present information to staff and colleagues through practical demonstration.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

**Competency Identified by**

**Knowledge and Experience**

|  |  |
| --- | --- |
| Evidence of extensive laboratory experience in this area of work and can demonstrate a high level of technical expertise. | **Application/Interview** |
| Has relevant degree in related field or equivalent qualification and/or experience. | **Application/Interview** |
| Has an active approach in continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |

|  |  |
| --- | --- |
| **Communication (Oral and Written)**  Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
|  |  |
| **Teamwork and Motivation**  Can demonstrate the ability to work effectively as part of a team. Is willing to provide cover for colleagues and acts in a supportive manner. | **Application/Interview** |
|  |  |
| **Liaison and Networking**  Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. | **Application/Interview** |
|  |  |
| **Service Delivery**  Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
|  |  |
| **Planning and Organisation**  Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
|  |  |
| **Initiative and Problem Solving**  Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
|  |  |
| **Analysis/Reporting**  Can demonstrate the ability to use appropriate sources of data to answer questions, gather data systematically and carry out basic analysis accurately and methodically. | **Application/Interview** |
|  |  |
| **Sensory and Physical Demands**  Can demonstrate the ability to use a range of skills and techniques which demand a high level of co-ordination and precision. | **Application/Interview** |
|  |  |
| **Work Environment**  Can demonstrate the ability to work with others to improve safe working practice and the environment. Ensure that follow up action is taken to remove identified hazards or risks. | **Application/Interview** |