Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

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<tbody>
<tr>
<td>Vacancy reference</td>
<td>14273</td>
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<tr>
<td>Job title:</td>
<td>Laboratory Manager (Physical Sciences)</td>
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<td>Reports to:</td>
<td>Head of Laboratory Facilities</td>
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<tr>
<td>Salary:</td>
<td>£39,992 to £47,722</td>
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<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>GR8</td>
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<tr>
<td>Duration of post:</td>
<td>Permanent</td>
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<td>Working hours:</td>
<td>Full Time</td>
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| Location:              | Walton Hall  
                         | Milton Keynes |
| Closing date:          | 26 February 2018, 12 noon |
| Type of application form accepted: | Long Application Form |
| Number of referees required: | 3 |
| Unit recruitment contact: | Michelle Gallacher |
2. Summary of duties

To contribute to the research objectives of the School of Physical Science by having responsibilities for the operational management of the research facilities including staff, budget and equipment.

To ensure the laboratories meet with current and future Health and Safety legislation and that staff within them adhere to current Laboratory Codes of Practice.

Leadership and Staff Management

- Interact with key stakeholders to ensure appropriate service provision.
- Ensure users of the facility receive a professional, high quality service.
- Manage support staff within university policy and protocols.
- Ensure that support staff have the appropriate objectives to maintain and enhance their laboratory skills.
- Lead the training and induction of new laboratory users (e.g. PhD students, staff and visitors) and ensure all users receive appropriate training.

Laboratory Management

- Manage financial aspects of the laboratories, including purchasing, budgeting and budget review.
- Provide costings for grants and commercial services.
- Ensure that the laboratories are appropriately maintained by implementing effective assessment and monitoring systems and that there is appropriate support to all users.
- Maintain a good understanding of the range of equipment used in the assigned laboratories and ensure that all users are appropriately trained.
- Ensure that equipment is maintained and serviced and that equipment inventories are reviewed.
- Review existing and proposed laboratory practices and procedures, providing advice and guidance on improvements as appropriate.
- Take responsibility for negotiating discounts and best prices for consumables and tender for laboratory equipment.
- Develop and implement all Faculty laboratory policies and procedures including those for health and safety, security, purchasing and service provision.
- Project manages future laboratory refurbishment, expansions and relocations.
- Liaise with Estates, IT and external contractors to maintain the functionality of laboratory services.

Health and Safety Coordinator

- To fulfil the University requirements as set out in the relevant policy and procedures.
- Ensure local safety rules and risk assessments are current, up to date and reviewed, new policies and procedures are written and implemented and that safe operating procedures are complied with once approved.
- Ensure laboratory procedures comply with current health and safety legislation.

Other

- Ensure that specialist skills are kept up to date with appropriate hands-on experience and professional development.
- To undertake any other duties, where required, as directed by the Senior Laboratory Manager.
- Be available for contact out of hours in case of emergency.
3. Person specification

### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential:**
- A degree level qualification or equivalent in an allied subject
- Professional training and qualification in laboratory procedures: Health and Safety, risk assessment and COSHH

**Desirable:**
- NEBOSH Qualification

#### Knowledge, work and other relevant experience

**Essential:**
- Demonstrable practical experience of working within a Higher Education / scientific research establishment.
- A good understanding of H&S legislation, and its application in a relevant laboratory environment.
- Practical experience in technical support and laboratory management.
- Experience in line managing technical teams.
- Experience in the administration of laboratory budgets.
- Relevant technical knowledge of equipment typically used in physics and chemistry laboratories.
- Experience in providing laboratory training.
- Experience in laboratory design and refurbishment.

**Desirable:**
- Extensive experience of maintenance of UHV systems.
- Experience of geo-analytical work.
- Experience of working in clean room facilities.

#### Personal abilities and qualities

**Essential:**
- Experience of working effectively within, and leading teams
- Excellent oral and written communicating skills.
- Excellent negotiating and influencing skills
- Excellent IT skills

**Desirable:**

#### 4. Role specific requirements e.g. Shift working

An emergency call-out system exists to the Laboratories and the post-holder will be expected to contribute to responding to call outs when required.
5. About the unit/department

**Faculty of Science, Technology, Engineering & Mathematics**

The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

*We are inclusive:*
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

*We are highly innovative:*
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

*We deliver significant social and economic impact:*
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK
**Laboratory Support Team**

The Faculty’s Laboratory Support team supports a vibrant and interdisciplinary research community across biomedical and health sciences, earth and environmental sciences and physical and space sciences. The team provides technical support to the laboratory and research operations including developing and carrying out of experimental and analytical techniques, the training and supervision of users and the provision of technical support to ensure a safe and health working environment through professional laboratory practice.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Julia Barkans on +44 (0) 1908 659474 or email: julia.barkans@open.ac.uk.

If you have any questions regarding the application process please contact Michelle Gallacher on 01908 653485 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

| Your application should contain: | Covering Letter  
| | Long Application Form |
| Please ensure that your application reaches the University by: | 26 February 2018 |
| E-mail your application to: | STEM-Recruitment@open.ac.uk |
| Or post it to Name/Job title: | Michelle Gallacher, Staffing Adviser |
| Department/Unit: | Deanery, Faculty of Science, Technology, Engineering & Mathematics |
| Address: | The Open University, Walton Hall, Milton Keynes, MK7 6AA |

8. Selection process and date of interview

| The interview panel will be chaired by: | Julia Barkans |
| The other members of the interview panel will be: | TBC |
| The interviews will take place on: | TBC |
| The selection process for this post will include | Interview  
| | Test  
| | Tour |
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.